Umeshbabu

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Objective:

To obtain a meaningful and challenging position that would enable me to utilize my analytical and technical skills to improve company's profitability.

## Skills & Summary of Qualification

* Knowledge of relevant computer applications.
* Good knowledge of general accounting principle and practices.
* Strong organizational skills and excellent interpersonal communication.
* Proficient in Data Entry and Management

## Profile In Nutshell

* Two year experience in Data-entry & Accounting in Health department under Andaman Nichobar Islands Administration, India.
* Six years in Auto-loan and insurance sector, in India
* Four years in cash services in Qatar*.*

Academic Profile

* **Bachelors Degree** from Kerala University, Kerala, India.
* Proficiency in **COBOL, C++, C, Java, Photoshop, MS Office, Internet & Graphic Design.**

Professional Profile:

**Period – A-2 From Feb 2010 ~ Nov 2012.**

**Organisation: - G4S, Qatar W.L.L, Head Office, Qatar**

#### Designation: - Administrative Assistant

**Job Responsibilities:**

* Responsible for planning, staffing, managing, co-ordinating day to day works and reporting to Duty Officer.
* Arranging group discussion with the subordinates and support in their day to day work and monitor their activities thoroughly
* Assisting the Office coordinator in providing excellent support services to the Management Team.
* Managing and Preparing Staff Handbooks
* Handling telephone enquiries, both external and internal.
* Undertaking the necessary training for G4S Custodian Team and Training Register is kept up-to-date and Strict follow up with custodian Team to gain a smooth and timely Schedule
* Maintaining the Duty Office files and staff records as per Duty Officers instruction.
* Fix and arrange meetings with the customers/clients for the General Manager
* Regular follow up of day to day activities reports

**Period – A-1 From May 2008 ~ Feb 2010.**

#### Organisation: - G4S, Qatar W.L.L, Cash Services, Qatar

#### Designation: - Custodian, Crew-Leader

**Job Responsibilities:**

* **Reconciliation –** checking ATM reports for cash to customer and excess cash,
* **Replenishing -** Carrying cash, receiving cash for ATM replenishing and sorting return cash.
* Co ordinate with senior Finance Controller for collecting deposit cash & cash counting
* Cash filling in ATM’s, and making reports for the bank for all cash details for their ATM’s.
* **FLM**  (first line maintenance) :-software updating for ATM’s, clearing network problems, making reports ,removing cash jam ,clearing sensor problems, clearing ATM errors for cash dispensing
* **SLM** (second line maintenance) for clearing hardware problems
* Worked on NCR, WINCOR & BANQUET ATM’s
* Worked for **IBQ** (International bank of Qatar)and **QIB**(Qatar Islamic bank)

**Period - B From May 2002 ~ Feb 2008.**

#### Organisation: - M/s. Auto line – Citibank Car loans, Kollam, Kerala

#### Designation: - Direct Sales Executive and Team Leader.

**Job Responsibilities**:

* Generating sales and enquiries by regularly visiting the dealer points, through advertisement in the Medias and conducting displays and test drives.
* Make research in the market to know the trends and also make frequent communication with the existing costumers, thereby understanding the customer needs and satisfaction.
* Co-ordinate a team of four and supports them to generate business.
* Handle the documentations for the Royal Sundram Insurance (an official partner of Citibank).
* Make daily and monthly report and submit it to the Branch in charge for the monthly target review meeting.

**Period - C From Feb 1998 ~ Jan 2000.**

#### Organisation: - Health Department. G.B Panthu Hospital,

#### Andaman Nichobar Islands, India

#### Designation: - Administration Assistant.

**Job Responsibilities**:

* Data Entry & other Administration related work.
* Responsible for planning, staffing, managing, co-ordinating day to day works and reporting to Administrative head.
* Keeping track records of employees.
* Additional work of Purchase assistant (Preparing Local Purchase documents)
* Preparing cheques and vouchers.
* Preparing Monthly Reports for Administrative head.