**First Name of Application CV No 1626824**

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| **Career objective:-** |

Seeking a challenging job in an organization where excellence, honesty and integrity are foundation for success. To work in an organization, which gives an opportunity to continuously develop and improve my skills and where one’s skills are maximum utilized and appreciated. A company that will give me an opportunity to develop my career through exposure to new ideas for professional growth, as well as growth of the company.

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| **Professional strength:-** |

* Quick learning skill.
* Good analytical & analyzing ability.
* Positive thinking & flexible nature.
* Ability to deal with people diplomatically.
* Smart and hard worker with satisfaction.
* Hard worker with good result as outcome.
* Work effectively with diverse groups of people.
* Firm minded, flexible, intelligence to walk the extra mile to achieve.

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| **Academic Qualification:-** |

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| **Degree/certificate** | **Discipline/specialization** | **Board/university** | **Year of passing** | **Class** | **Percentage** |
| M.COM | Commerce, Management,  Human Resource. | Mysore University | 2015 | FIRST | 74 .87% |
| B.COM | Accounting &Finance & Business Taxation | Mysore university | 2013 | FIRST | 74.59% |
| P.U.C | Commerce  [E.G.B.A] | Department of pre-university education | 2010 | FIRST | 82.33% |
| S.S.L.C | All subjects | Karnataka secondary education examination board | 2008 | FIRST | 67.66% |

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| **Technical Qualification:-** |

**Computer Knowledge:-**

**Basics:-**

(M.S. Office Suite, Windows Platform

Good in excel, word, Power Point.

**• Successfully completed “Diploma in office Management ECIT with A+ Grade.**

A training regarding all basic important functions of computer.

**Worked Apps / Custom Apps:-**

**SAP: -** Worked under documents like ZSMR, ZPRJ, and ZPET etc. Raising of Purchase orders, cancellation

Have good command over SAP, software usage, Material data, Quantities, releases, sources of supply, status, delivery etc.

* Material docs list.
* QMIS-Material analysis –Lot Overview.
* Stock overview
* Service entries were major aspects

**Lotus Domain:** - Contains all mail IDs around the globe accessing a particular type of registered mail id

For Eg: - abcmaxlifeinsurance.com

All mail id which works through registered portal, learned to provide and cancel license to all mail id.

**SSO: -** Single sign User ids, where creation of ids are concerned like mi38302, km755277, etc.

**Agents contracting/ Non Contracting:-**creation of portal facility to general people to use said portal usage.

Giving time limit for usage not more than 1 year.

**EP3:-** Creation ofaccess for cash limit

Like Zonal managers, Vice president Etc.

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| **GENERIC SKILLS :-** |

* **Excellent skills in:** communication with others, listening to others, Internet and Microsoft office skills.
* Able to work for full time.
* Work under pressure.
* Work as a cooperative team member, and to give full support to Dept.
* Motivation is the pillar.
* Hard Work with zeal and zest and satisfaction is my goal.

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| **Experience:-**   * **9PRCPL, only franchisee business in India.** * **Alfanar International Constructions.** |

**UNDER 9PAX RESTAURANT CONSULTANTS PVT LTD:-**

**(Sep 2013- June 2015)**

* **Appointed as BDO (Business developing Officer)**
* In 2013 September got selected as BDO of 9 Pax Restaurant consultants Pvt Ltd., The only franchisee business in the whole India where we use to start up Veg & Non-veg Multi- Cuisine Hotels, around 45-50 hotels were set up under the brand **Mr.Idli**,

**Tandooriwala,** and **Mysore Masala dosa**. Till June 2015.

* Preparation of **ROI-** Used to prepare Return on Investment over different projects like Mr.Idli, Tandooriwala, Mysore Masala dosa etc.,
* Development of business outlets, implementing business developing ideas like branding, Marketing, Advertisement etc.
* Discussion of business policy with client, explanation of various brands of business Veg-Non veg,
* Selection of designs created for advertising of outlets,
* Business expansions was major focus as BDO.
* Discussion on the issue of collecting royalty.
* Making letters to Main Contractors and Suppliers.
* Promoting business and marketing for running Hotels.
* Developing new ways of business promotion like season promotion / festival foods promotion, discounts free home delivery package etc.,
* Updating all records & prepare the summary.
* Maintain and upkeep of confidential files.
* Approval / Disapproval of financial documents.
* **Later Promoted As Project Coordinator (Commercials)**
* **PROJECT PROCESS:-**
* Project is not concerned with a single Dept, but groups, a brief summary of my work flow under 9PRCPL.
* **Designing the layout:-**

              - Once the CADD File is received from the client we will start designing the layout.

(Discussion of space area available for setting up Hotel business with CADD designer)

* **Layout Approval from CEO:-**

               - After the Layout is prepared it will be taken for approval & advice.

* **After Approval Quotation will be raised accordingly:-**

              -According to the layout Quotes will be raised.

* **Order placement for the raised quote:-**

-Purchase Dept will be given the work for the required.

* **Discussion of Layouts and further Plan of action:-**

-Once the Client reached Head Office for Agreement, all the quotes & layouts will be discussed with the client.

* **Branding designs:-**
* **Branding Dept:-**

            Concerned Dept start doing the branding design according to the size & place.

(Suggestion on branding activities usage of space for Social publicity, ads & marketing etc.)

* **Placing Orders:-**
* **Purchase Dept:-**

        (The Hard copy of layout & quotes will be handover to the clients & discussion on the layout.)

Follow up and inspection of quality of goods purchased by Purchase Dept meeting company standards as per promised.

* **Follow up on Civil Work process on site & Advises:-**

-Visiting the site for better understandings & inspect civil work flow according to brand standards.

* **Dispatching of Goods:-**

-Suggesting management about civil work flow and future date of opening of Hotel to dispatch the goods.

* **Follow up on Balance payment:-**

-Once the vehicle is dispatched **Transport Dept & A/C Dept**, will coordinate with the client & will get the remaining funds.

**(After goods reached at site, Operations Dept, starts their work after setting up Grand Opening is commences)**

* **UNDER ALFANAR INTERNATIONAL CONSTRUCTIONS:-**

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| * **Secretary: - June 2015 till Dated.** |
| * **Function:-** EXECUTIVE SECRETARY |
| * **Division: - Alfanar Construction.** |

### **Managing the following:-**

* Supervising to all documents controllers at central region projects.
* Maintain a standard filing system (computerized) for easy and quick reference of all specific projects / legal letters and documents.
* Assist to implement standard procedures for receiving, dispatching, distributing & filing of documents;
* Responsible for filing / storing of information / documents and data maintenance so that information is ready for all concerned persons at all time.
* Cooperation & support with Project Management Team by setting up systems and work flow pertaining to correspondence handling, filing, drawings, Material Submittals and M.R. Items
* Receiving all incoming documents and forwarding them to the relevant department.
* Maintaining an accurate filing system and uploading all incoming and outgoing correspondence on the sharing system with concern staff.
* Coordination with Construction Manager for the site material.
* Making PR Sheet for the requestor as per site demand.
* Taking care for employees going on Vacation, making Flight Booking and following up for his Exit Re Entry.
* Follow up with the concern Dept. to make iqama renewal for the dept. employees, whose iqama will get expired.
* Self-correspondence, taking dictations typing all in English, preparing weekly & monthly reports, coordinates the activities of Document Control including distribution, auditing controlled documents, maintenance of electronic department directories, tracking and reporting on document review progress. Manage archiving activities for controlled documents and validation of files.
* Ensure proper implementation of the company's policy & procedure.
* Responsible to prepare the Summary reports for Approved and Rejected Drawings.
* Examines documents, such as Reports, Calculations, Drawings, Purchase Requisitions and specifications to verify completeness.
* Control all Incoming and Outgoing Drawings / Documents etc. Ensure timely issuance & distribution of all the Drawings / Documents with correct revisions to all parties. Responsible for issuing transmittals both internal & external with appropriate distribution applied in line with the project distribution matrix.
* Maintain all project files including working, master, confidential, document files.
* Updating all records & prepare the summary.
* Maintain and upkeep of confidential files.
* Responsible for organizing and conducting Archiving & disposal of Project Files as per contractual requirements & in-house procedures at the end of the Project.
* Subordinate training & development.
* Review all the Incoming / Outgoing Documents, Drawing / Material Submittals etc. for ensuring that all the required details are available.
* Monitoring and providing effective direction and motivation of the departmental staff.
* Organize Filing of Document /Drawings as per discipline/document code in accordance with the project filing system & Control all master files and all documentation process.
* **KEY ACCOUNTABILITIES:-**
* Planning Business trips.
* Issuance of VISA to new hiring employees.
* Making due clearance documents.
* Approval / Disapproval of financial documents.
* Handling clients, candidates on behalf of manager.
* Ensuring that the relevant personnel have the latest revisions of the documentation.
* Handling HR related activities on behalf of Manager like prepone – postponement of interviews.
* Making Portal Request for Flight Booking, and later making the booking and purchasing ticket.
* Making Ticket for Final Exit Employees.
* Insure to get final exit visa and final settlement before the last date.
* Making letters to Main Contractors and Suppliers.
* Making Transfer for MEP employees to other department, as per the instruction given.
* Opening Ticket for IT issues for MEP Dept.
* Follow up with Account Dept for Final Settlement for Employees.
* Making clearances for final exit employees.
* Renewal of Iqama for MEP Employees.

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| **Extracurricular activities:-** |

* NCC – As **Sargent** of National Cadet Corp.
* Completed A, B, C Certificate. Securing **“B”** Rank in **“C”** certificate.
* Captain for tent pitching (Fastest ever recorded 90 seconds)
* IGC NCC- Competed in IGC (**Inter Group Competition Commando Training**).
* Successfully completed training for obstacles, mountaineering etc., under camps held in different parts of India.
* International Level Science Talent Examination- **10th Rank in State level**.
* International Level Science Talent Examination- **2nd Rank Taluk Level.**
* Awarded Certificate of Merit in the annual sports Competition conducted by the college during the year 2009-2010.
* As a candidate of Ford Pathways cell Internationals for 6 months.
* Succeeded in State level Competitive Examination of "ARTHASASTRA ACADEMY, MYSORE".

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| **Competencies:-** |

* Leadership quality.
* Faster learner.
* Self-motivated.
* Fascinated about knowing new developments.
* Interested in collecting information.

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| **Personal profile:-** |

* **Nationality :-**INDIAN.
* **Marital status :-**SINGLE.
* **Languages Known :-**ENGLISH, HINDI, URDU, TAMIL, PUNJABI, KANNADA, ARABIC (BEGGINER).

**HOBBIES**

* Visiting Historical Places.
* Interested in playing games.
* Long Drives.
* Cooking Kabab’s.
* Debating.
* Adventurous.
* Travelling.
* **Sprit of vengeance**