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| SUVINESH  **Languages Known:**   * English * Hindi * Malayalam * Tamil   **Skills & Expertise:**   * Proficient in MS Office * MS Excel,Outlook, MsWord&Power point * C,C++ , ,COBOL,UNIX * Visual Basic 6.0 (front end) * Oracle 9.i * Office Administration * Proficient in MS WINDOWS(Windows XP, Windows 7 & 10 * Self-motivated * Hardworking & Dedicated   **Personal Information:**   * Date of Birth : 11/03/1981 * Sex : Male * Nationality : Indian * Religion : Hindu * Marital Status : Single |  | **Career Objective**  To join a company which offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned, to use my skills in the best possible way for achieving the company’s goals  **5.2 Years Total Experience**  **System Controller – Feb 2013 to Mar 2016**   * Doing necessary correspondences. * Maintaining office systems, including data management and filing. * Handling files, travel, visas and accommodation when required * Preparing and maintaining Employee files, Filtering phone calls, inquiries and requests, and handling them when appropriate * Scheduling meeting and taking necessary actions accordingly , Meeting and greeting visitors at all levels of seniority * Organizing and arranging programs chart for the manager. * Organizing and maintaining diaries and making appointments. * Dealing with incoming email, faxes and post, often corresponding on behalf of your superior. * Collecting and logging duty list from the technicians. * Carrying out background research and presenting findings. * Liaising with customers, counterparts and other staff members. * Preparing, monthly work schedule list for the technicians.   Assisting maintenance engineers during major turnarounds and shutdown activities like, preparation of bar chart.   * Responsible for the overall inter-customers communication, routine correspondence and enquiries within the company as well as with the departments / customers as required. * Mainly responsible to prepare the project monthly & 3 months look ahead schedule according to the comments from the various Dept: Managers.   **Process Management Activities**   * Participated in Team activities and took initiative, gave good numbers in production with Speed and Accuracy. * Interactions with the client and the other counterparts to ensure the day to day production activities are complete. * Co-operate with the lead and management to ensure the procedures and the activities task given to the team are completed on time.   **DANIELI & INBESCO**  **System Admin & Document Controller – Jan 2012 to Feb 2013**   * Check the document and contains all received documents are original, contain all received document are arrange based as per the index. |

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|  | * Preparing daily, weekly, and monthly status reports. Handling incoming & outgoing transmittals and letters, updating of records and recording the revised documents. * Performs other appropriate paper works and other related responsibilities such as preparation of document for technical submittal, vendor inspection support, data entry, electronic storage * Check the document and contains all received documents are original, contain all received document are arrange based as per the index. * Arrange the folder storage based on the sub-section, and sub-system wise. * Time report management in order to transfer the information to required sources * To solve service requests raised by employees in terms of Time and Expense queries.   **JAL INTERNATIONAL(SAUDI ARABIA)**  **System Admin – Jan 2011 to Dec 2011**   * Handling accounts payable and receivable * Handling accounts up to Finalization * Monitoring and recording the petty cash expenses Excel. * Preparation of monthly payroll and employees benefits. * Coordinating and planning the auditing schedules. * Monitoring and controlling the office administration. * Monitoring the daily attendance and verifying the proper reporting time of the employees. * Prepare documents for departmental circulation, arranged document, handover to scanning work, and check the scan folders.   **Educational Background**   * + **Bachelor of Computer Application** (Bangalore University) Oxford College of Science & Engineering   + **PLUS TWO** (Commerce with Computer Application) Madras University   **Job Seeker First Name / CV No: 1718826**  [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif |