**TONY**

**Objective:**

* Looking for a challenging leadership career in Administration where my expertise in key areas, can positively impact the organizational cost structure.
* Dedicated, Inquisitive, Highly ambitious and making constant approach to attain perfection in Development.

**Strengths:**

* Proficient in the office Administration, Strong Planning, organizational and Interpersonal Skills.
* Ability to work both autonomously and as a team member, including the ability to leas, manage and coordinate large number of staff and motivate them towards the timely achievement of specific goals and objectives.

**Experience:**

**National Catering Company, WLL, Abu Dhabi, UAE 2012 to 2015 (3 years) : Administration (Store keeping)**

* Managing storage facility (food and nonfood)
* Coordinating with chef for the menu planning according to stock availability based on cost limits.
* Implement QHSE standard of the location store operation and update the documentation.
* Periodically inspection of stocks and maintain FIFO/ FEFO to avoid any spoilage and outdated.
* Report area operations accounts of location expenses and daily basis and monthly basis from company ERP online system**.**

**Prime Projects International, LLC. Baghdad, Iraq 8/2009 – 9/2011**

 **(2 years) : Administrative Assistant**

* Assist Manager with training classes.
* Document preparation for class, reports and archiving
* Manage Archiving Warehouse
* Audit records for archiving, quality control, explaining corrections to archivists
* Translator during classes and audits
* Compiled, organized, and tracked safety documentation
* Palletize archived boxes for shipment to Kuwait.

**General Power Systems, Mangalore, Karnataka, India 1/2008 – 8/2009 (2 years) : Administrative Assistant**

* Administrative duties, banking, petty cash, bills preparation
* Answering phones
* Customer Service

**Endurance International Group Co, USA (DIYA Systems), Mangalore, Karnataka, India 5/2007 -12/2007: Customer Service**

* Provide customer service and web hosting support by email.
* Troubleshooting and repairing issues that the customer was experiencing

**Bellary Diocese Development Society (BDDS) Bellary, Karnataka, India 1/2007 – 5/2007: co-ordinatore**

* Answer phones, direct calls
* Training, conducting meetings
* Compiled reports, prepared invoices
* Data entry

**EDUCATION:**

**Bangalore University:B.A Bachelor of Arts 2007**

**Bangalore, Karnataka, India**

**Specializations In:**Political Science, Sociology and History

**Courses Attended / Certifications:**

* Holistic Meditation : Personality Development
* Clinical Psychology : Personality Development
* National Open School : Typing
* Personal Relation and Human Development
* Latin Language Course

**SKILLS:** Microsoft Windows (Word, Excel, PowerPoint, Outlook)

**Language Known**: English, Hindi, Kannada, Konkani

**Date of Birth : 20th June 1982**

**Passport No : H0423274**

**Gender : Male**

**Nationality : Indian**

**Job Seeker First Name / CV No: 1719666**

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