**CURRICULUM VITAE**

**CAREER OBJECTIVE**

To seek challenging career, seeking an environment where my knowledge and experience can be shared and enriched. Looking for opportunity where I can improve my quality and utilize my skills. To work as a business consultant to apply my knowledge and skills in the business processing field.

**PERSONAL DETAILS**

Father’s Name : Late Pramod Moily

Date of Birth : 19/03/1990

Gender : Male

Marital Status : Single

Nationality : Indian

Languages Known : English, Hindi.

Interests : Listening to music and Sports

**STRENGTHS**

* Understanding customer quality, productivity expectations and a quick learner
* Possess good verbal/written communication skills.
* Active listening skills and good computer handling skills
* Ability to handle multiple tasks
* Good decision making, planning and organizing skills

**EDUCATION**

*Bachelor’s Degree* *Shri Dhavala College, Moodbidri, India*

Bachelor of Business Management (BBM)

Concentration: Business Management

*P.U.C* *Holy Rosary College, Moodbidri, India*

Higher Secondary Education- State Board of Secondary Education

*S.S.L.C* *Holy Rosary High School Moodbidri, India*

Secondary Education - State Board of Secondary Education

**WORK EXPERIENCE**

**1.** *Sept 2010-Dec 2011* ***Alva’s Finance, moodbidri,* India**

**ACCOUNT ASSISTANT**

Responsibilities:–

* Managed accounts payable, accounts receivable, and payroll departments.
* Generated budgets and forecasts on a quarterly basis and presented to the management team.
* Reported on variances in quarterly costing reports.
* Prepared annual company accounts and reports
* Monitored and recorded company expenses.

**2.** *Dec2011-Present*Dubai, Sharjah, United Arab Emirates

**ACCOUNTS AND ADMIN DEPARTMENT**

Responsibilities:–

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Secures financial information by completing data base backups.
* Contributes to team effort by accomplishing related results as needed.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Handling Bank related queries.
* Supervising the work of office juniors and assigning work for them.
* Preparing Quotation for the clients.
* Responsible for purchase orders.

**Worked On-Site for:-**

1. ***Veolia Water: Sharjah(Through Gulf Pipeline Testing and Inspection).***

Worked for 3months at Veolia water, Sharjah free zone as a Document Controller.

1. *Sept 2012-Oct2013* ***Lamprell Ltd Jebel Ali free zone***

Dubai, United Arab Emirates

**DOCUMENT CONTROLLER**

Responsibilities:–

* Creating and modifying documents using Microsoft Office.
* Coordinate all activities related to the Document Control procedure, including technical documents,drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.
* Scanning in all relevant new documents.
* Managing, maintaining and ensuring all documents areup to date.

**TRAINING UNDERGONE**

* Leadership Skills
* Team Management
* Time Management

**TECHNICAL SKILLS**

* MS-Word, MS-PowerPoint, MS-Excel
* Tally

**EXTRA CURRICULAR ACTIVITIES**

* Participated in school & college level Sports meet.
* Organized Event at college annual functions.
* NSS, which works for the betterment of the unreached.

**DECLARARTION:**

I hereby declare that the above given statements are true and correct to the best of my knowledge.

**Place**: **United Arab Emirates** (**Sharjah)**

**Date**:

(Prajwal Pramod Moily)

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| **Prajwal Pramod Moily – 1850784**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |