**CURRICULUM VITAE**

#### Dharmendra

[Dharmendra.316275@2freemail.com](mailto:Dharmendra.316275@2freemail.com)

**Work Experience:**

* **June 2006 to July 2016:(10 Years) UAE experience** at KEVINTERIORS LLC as an **Office Assistant** for Administration, Purchasing, Accounts and Government Departments Liaising.

**Computer Knowledge:**

* MS Office
* MS Excel
* MS Outlook
* Using the Internet

**Work Profile:**

* **Administrator:**
* Assist in daily office administration work like tenancy renewal, visa processing of employees, reservation of tickets, organize the document files, etc.
* Manage distribution of utility bills and collections of accounts.
* Ensure the safeguarding of all Municipal / Govt. dept.receipts.
* Manage the filing, storage and security of original documents.
* Monitoring stationery levels and ordering office supplies.
* Covering the reception desk when required.
* Coordinating repairs to office equipment.
* Photocopying and printing out documents on behalf of other colleagues.

* **Accounts:**
* Making Subcontractor and supplier payments and invoicing.
* Maintaining petty cash accounts and updating the books manually / electronically in the system .
* Handling bank work and transactions.
* Handling cash transactions.
* Prepare daily cash flow report and updating account statements.
* Maintaining a tracking facility to enable documents to be updated easily.
* Maintaining the system folders in order every week.
* **Purchasing:**
* Verifying the receipts of the purchases, compare the items received, and resolve any errors in the items.
* Assist purchase manager in preparing LPO and placing orders.
* Liaising with vendors and suppliers.
* Provide administrative support to the purchase department.
* Coordinate with account department for invoice processing and payments.
* Update concerned department about procurement of materials.
* Assist in daily office work such as filing, answering supplier queries, etc.
* Coordinating with various sites for material distribution.

**Education:**

* SSC-Pass with second class[Gujarat State Board, **India**][55.50%]

**PersonalProfile:**

* Name: DharmendraK. Shah
* Date of Birth: 19-02-1982
* Gender: Male
* Marital Status: Married
* Language Know: English,Hindi, Gujarati
* Nationality: Indian
* Visa Status: Visit Visa
* Availability: Immediate