CURRICULUM VITAE

Cedric

C/o-Mobile Number: +971505891826

E-mail: cedric.327047@2freemail.com

**Career Objectives**

* I seek to obtain a position in your established organization where I can utilize my skills and experience.
* Ability to work within a reputed organization would further enhance my performance.

**Profile Summary**

Sixyears’ experience in diverse work environment in corporate offices, storage and warehouse, hospital, excellent customer service and good communication skills.

**Key Skills**

* Excellent communication skills English – written and verbal
* Highly motivated and Result driven.
* Analytical and problem-solving skills
* Organizational and managerial skills with ability to prioritize work and time management
* Flexible and adaptable with changing environments.
* Capable of working both independently and as a part of team.
* Patient and tactful
* Active listening skills
* Ability to work well under pressure
* Confidentiality maintenance
* Computer skills – MS Office, internet and emails, troubleshooting of computer related problems.

**Academic Qualification**

* Completed S.S.C. in March, 1996 – Goa Board of Secondary and Higher Secondary Education - India.
* Completed H.S.S.C. in March, 1999 – Commerce (Vocational) with Accountancy, Auditing and taxation as special subjects – Goa Board of Secondary and Higher Secondary Education - India

**Additional Qualification**

* Advanced Course in Software Engineering – CORE from APTECH, Goa – India, in October, 1999
* Diploma in Hardware Maintenance and Networking in May, 2005 from MANIPAL INSTITUTE OF COMPUTER EDUCATION, Goa Branch-India.
* Diploma in Computer Aided Designing-AutoCad2D and 3D Level in September, 2013 from MANIPAL INSTITUTE OF COMPUTER EDUCATION, Goa Branch-India.

**Work Experience**

* **Computer Operator In Nursing Department | Hamad Medical Corporation l Doha Qatar | July 2014 – October 2015.**

**Responsibilities**

* To operate the computer efficiently to produce patients file upon request to the staff.
* Maintain documentation of Monthly Report of the department staff activities.
* Assisting the staff towards MS Office and any other system related assistance.
* Maintaining records accurately and confidentiality of the patient files.
* Assist the staff to prepare presentation and expressing the facts in the form of bar diagrams, flow charts, tables, etc. related to their job activities.
* Perform file application and system recovery when needed.
* Work closely with data entry operators and help desk staff to coordinate strongly giving company an accurate and timely computer processing cycles.
* Contributes to team effort by accomplishing related results as needed.
* Keeping supplies requests for approval and ensure the proper use and disbursement of supplies.
* Maintain a detailed understanding of the job processing requirements and data flow for all applications systems.
* Creating and editing of company policy documents as required by the management
* Perform related duties as required.
* **Data Entry Operator In Cold Stores & Warehousing Department ITransport & Warehousing Group, Co., Kuwait I January 2007 – October 2011**

**Responsibilities**

* Prepares source data for computer entries by compiling and sorting information; establishing entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies, resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting or reentering data, combining data from both systems when account information is incomplete, purging files to eliminate duplication of data.
* Conducting inventory check of goods periodically or as required.
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures, reporting required changes.
* Maintains customer confidence and protects operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed.
* Documentation of invoices, acknowledgements and store requests from customers.
* Dealing with customers and handling visitors in an appropriate manner
* Daily tally report of stock in and stock out
* Entry of all goods and maintaining electronic data and hard copy of the same.
* Responsible of handling clerical duties – filing, correspondence, orders, faxing, photocopying etc.
* Keeping supplies requests for approval and ensure the proper use and disbursement of supplies.
* Perform all other duties assigned by the Management.
* **Data Entry Operator cum IT in Al Sirhan United Co., Kuwait - Rolex, LarosaJewellery, August 2006 – December 2006**

**Responsibilities**

* Maintaining electronic data entry and hard copy of the total items incoming and outgoing.
* Responsible for handling all Administrative and clerical duties under direct supervision
* Sort, check and tally of the goods day-to-day wise, weekly, and monthly wise
* Detailed report on stock in hand maintained for ready reference as and when required.
* Documentation of invoices, rechecking and acknowledgements, billing invoices
* Troubleshooting of any system related issues.
* Keep all documents stored safely, maintain filing of bills, payments and other respective paper work.
* Responsible of handling clerical duties – filing, correspondence, orders, faxing, photocopying etc.
* Other duties as assigned.
* **Trainee Engineer in the maintenance Department, Surana Telecom Ltd., Goa, June 2005 - February 2006**

**Responsibilities**

* All duties entitled during training and assisting the Engineer inclusive of Administrative/Clerical duties – filing, dispatching, supply request, maintaining electronic filing and general office routine.
* Preparing written reports and presentations for managements and customer review
* Attending briefings on new networks and new products
* Managing of resources and staff.
* Troubleshooting with any system related problems if required.
* Understanding the work procedures as directed by the superiors.
* Other duties as assigned
* **Job training in Impala Distillery & Brewery Ltd., Goa - India, April 2000 - May 2000**

**Responsibilities**

* To undertake the market Research in the complete area which includes in business to the company.
* Collecting data and preparing a combined survey report from every outlet related to the business.
* To update all contacts – telephone, business cards in a File.
* Maintain Hard copy and electronic filing system for easy access.
* Other duties as assigned.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL PROFILE:**

**DATE OF BIRTH** : 16/01/1981

**NATIONALITY**  : INDIAN

**MARRITIAL STATUS** : MARRIED

**RELIGION** : Roman Catholic

**Visa Status.**  : Visit Visa

**PERSONAL DETAILS:**

**Language skills:**

English : Fluent (written & spoken)

Hindi : Fluent (written & spoken)

References: To be furnished upon request.