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**PRASAD**

[**PRASAD**.334547@2freemail.com](mailto:PRASAD.334547@2freemail.com)

**Career Objective**

To secure employment in a challenging and rewarding role where I can utilize and extend my skills and abilities. I seek to broaden my horizons, utilizing and developing my communication, interpersonal, organizational and administrative abilities and depth of experience.

**Personal Skill**

* Operational knowledge and ability to respond to stressful situations and vendors in a professional courteous manner.
* Strongly self-motivated, well organized and detail oriented attitude.
* Good ability to effectively prioritize assignments to deadlines.
* Amazing ability to work well alone or with a team.
* Excellent organizational skills with strong attention to details.
* In-depth knowledge of MS Office including Word, Excel, & Outlook
* Ability to handle all office communication equipments.
* Good skills in self-correspondence, letter drafting, office management works.
* Have typing skills with a speed of 75-80wpm

**Education**

B A English

**Computer Skills**

* M S Windows
* M S Excel
* M S Word
* M S Power Point
* S A P

**VISA STATUS : On Visit Visa valid till 25th March 2017**

**Work Experience**

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| --- | --- | --- | --- |
| **Organization** | **Position** | **Period** | |
| **From** | **To** |
| Metal Construction | Project Secretary/ Doc.Cont | April 2016 | October 2016 |
| Architectural Metal Works LLC | HR & Admin Co-ordinator | May 2012 | September 2015 |
| Sobha Contracting Group LLC | Project Secretary / Document Controller | July 2007 | April 2012 |
| Saudi Binladin Group | Project Secretary / Executive Secretary | September 2000 | July 2007 |
| Empire Foodstuff | Store Keeper | March 1998 | September 2000 |
| Hotel Holiday International | Time Keeper | June 1994 | February 1998 |

**Job Duties & Responsibilities**

1. **HR & Admin Co-ordinator**

* Collecting and compiling daily staff and workers attendance from the office division and various ongoing project site and compiling into a daily manpower report with the details of staff allotted to the particular project and forwarding it to the concerned and respective department heads.
* Maintaining of daily staff attendance of the respective department and compiling it for the monthly salary and wages for staff and workers.
* Handling of staff/workers – Leave (Annual/Sick/Emergency) details by maintaining a log in the HR leave folder.
* Arranging of Annual leave settlement and ticket for the employees proceeding on leave.
* Maintaining a log register of staff/workers of the joining dates/ passport details/visa details and also keeping track of the personal files of all the employees.
* Preparation of Employee Register (like ex-employees/current employees) as and when requested by the H R Manager

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1. **Project Secretary / Executive Secretary / Document Controller**

* Logging of Inward and outward daily correspondences and disbursing to the concerned departments as instructed by the Project Manager.
* Keeping track of day to day filing work of the site correspondence and documents submitted and also co-ordinating with the office for documents to be received and forwarded from the site. Preparation of Inspection Request (IR) / Request for Information (RFI) related to the ongoing works at the site and documenting the same with the register on daily basis and further submit it to the consultant for approval of works.
* Keeping track of consultant’s office documents and filing and preparing letters as and when requested by the Consultant. Preparation of Minutes of meeting for the weekly site meeting held at the site on weekly basis and disbursing to the concerned. Controlling of stationery items required for the site use (purchasing from the stationery supplier) and keeping the track of the same.
* Preparation of Quotations / Payment Follow-ups /Closing of Books of Accounts /Office Management, Invoices for the Payments / Advance payment for related ongoing and completed projects. Assisting finance department during the yearly closing of books of

accounts.

* Handled reception board of 4-8 lines by directing the calls to the concerned departments and also logging and tracking of all international calls and faxes made and send on daily basis.
* Preparation of staff identity card thru Win-badge program.
* Handling of day today correspondence and site project activities as per consultant office requirement and keeping log records of day today submissions done and follow up of the same once not received from consultant office and forwarding the same to the concerned as instructed by the Project Manager

1. **Store Keeper**

* Log maintaining and keeping track of all stock materials / damaged Juices and helping in loading the sales persons vehicles.
* Handling store stock positions and keeping track of incoming and outgoing goods and deliveries and also keeping watch on the time of vehicle loading and unloading from the sales team. Keeping log in the store stock card the quantity of the materials available and loaded on daily basis. Also requesting from the factory the surplus material of the goods when out of stock.

1. **Time Keeper**

* Log maintaining and keeping track of all staff punching in and out timings and compiling it to the salary at the end of month and their annual due management work and overtime sheet related works.

**PERSONAL DETAILS**

**Date & Place of Birth : 04th September 1966 / Mumbai**

**Nationality : Indian**

**Marital Status : Married**

**LANGUAGES KNOWN :**

**TO SPEAK : ENGLISH, HINDI, MARATHI, MALAYALAM & TAMIL**

**TO READ &WRITE : ENGLISH, HINDI & MARATHI**