Bishnu Bishnu.336772@2freemail.com

**OBJECTIVE:**

“To obtain a responsible position in the company with my hardwork and eagerness to learn new things with accomplishment.”

**SUMMARY:**

Offering comprehensive experience and expertise in the following areas

* Clerical
* Computer Operator
* Retail

**WORK EXPERIENCE:**

* **Back Store – in- Charge** in **Max Fashion Retails LCC, Landmark Group**. My responsibilities include checking of ASN and informing the concern Dept. Heads about their deliveries. Scanning and receiving of deliveries via PDT upon arrival and confirm the same in the SIM. Pull out or consolidation of items if any. Cross checking and dispatching of items. Making of reports and arranging of Back store.
* **Footwear Department –in-charge:** Displaying the items as per layout, maintaining the floor standards, team management, checking the sale through and focusing in the area where required.
* **Asst. Chief Cashier.** Preparing DSR, and sending mails to Finance**,** Preparing banking , preparing closing reports and updating files and sending to concern authority
* **Worked as Customer Sales Associate (CSA)** from Feb 6, 2012 till Sept, 2012 in Children Dept in Max Fashion. My responsible includes opening of stocks, displaying as per planogram and Customer Services in **Max Retails LCC, Landmark Group**

**Secretary**: (August 15, 2009 to Sept. 15, 2011)

Working as Secretary to Battal Al-Otaibi, Supervisor in NRA Transportation Services Unit, Tanajib, Saudi Aramco, KSA.

**WORK RESPONSIBILITY.**

* Preparing daily reports, Gasoline inventory and sending to Division Secretary.
* Preparing work schedules, weekly, monthly, reviewing cost sheets, Balance Score Cards (BSC).
* + Secretarial jobs mentioned below

**Secretary/ Admin Clerk**: (March 10, 2007 to March 8, 2009)

Worked as Secretary to Yousef M Farhat, Supervisor in Contract and Material Unit, Tanajib, Saudi Aramco, KSA.

**WORK RESPONSIBILITY.**

* Preparing reports, forms, etc from rough drafts, correcting punctuation, and spelling as needed.
* Perform duties such as answering and directing incoming calls, taking messages, greeting visitors, maintaining appointment.
* Examines correspondence, memos, directives, materials, etc. received and initiates relevant action such as replying to requests by sending a form letter, arranging meeting, or compiling recurring reports.
* Preparing and typing correspondence, Memos, Minutes of Meeting, Agendas, Transmitting and sorting faxes.
* Maintaining filing system and other closely related works to administration and secretarial functions.
* Prepares business correspondence transcribed hand written drafts and from dictations.
* Preparing Documents Necessary for Renewal of Aramco I.D. card and work permit for General Services Manpower.
* Process the employees’ vacations and also prepare vacation plan for base manpower at the project.
* Also assigned as Timekeeper for the Base crew, maintain and preparing the time sheets for all employees.

**SHORT ASSIGNMENT**

**Udhaliyah Project Arabian Fal Company (Oct 15th 2006 to March, 2007)**

* Involved directly in contact with Client (Saudi Aramco), cooperate & coordinate with the office staff and higher management.
* Preparing forecast, Progress report each month of the project, Taking care of all the Purchase (Request Order) updating in system, Service entry Sheet activities, Manpower supervisor.
* Preparing timesheet, Vehicle and Gasoline Report and sending fax to Head Office after approved signed by the Project- in-charge.
* Taking care of Iqama, passport and Aramco ID about the expiration.
* Providing customer’s support and responding to customer’s queries through telephone.
* Answering the incoming calls and communicating with project-in- charge for further action if any.

**PERSONAL INFORMATION**

Date of birth : 6th April 1981

Gender : Male

Marital status : Married

Visa status : Employment Visa, 5 yrs completed

**LANGUAGES:**

* + English
	+ Hindi
	+ Nepalese
	+ Nagamese
	+ Basic Bengali
	+ Basic Arabic

**Academic Qualification :**

Pre- University, Biology, Patkai Christian College, Nagaland University, India

HLSC completed from Nagaland Board of school Education, India

**Training:**

Basic Computer courses, SIM, National Cadet Corps, India, attended workshops and seminars.

Presentation Skills, Problem solving,

**SPECIAL SKILL:**

Well literate in PC computer operations. Window 8, Window 7, Windows Vista and XP and MS Office 2003 and 2007, Ms Excel, Ms Words & and Microsoft outlook, Email and Internet.

**AWARDS**

Star Employee of the Month July 12 and June 13, 2014, 2015 , Highest Shukran enrolment, Max Icon award and many appreciation letter from my Managers and Supervisors.

I hereby declare that the above written particulars are true to the best of my knowledge and belief and in the event of any information being found false or incorrect, my candidature will be liable to be canceled.