**CARRICULLUM VITAE**

**Santosh**

**Asst: Admin & Time Keeper**

C/o-Mob. +971505891826

[Santosh.343514@2freemail.com](mailto:Santosh.343514@2freemail.com)

**Objective**

To contribute to the productivity and profitability in your company and to bring efficiency in carrying out daily function and further enhance my comprehensive background in clerical jobs and management function.

**Key Skills**

* Excellent communication and organizational skills;
* Fluency in English both written & spoken
* Upgrades self through professional reading and takes up advance studies
* Hard working, energetic and self motivated

**Educational Qualification**

* **Bachelor of Commerce -2004-2007(D.D.U Gorakhpur University)**

Subject- Business of Economics, Business Studies, Banking

**Additional Information**

* Windows 98, 2000 & XP
* Has knowledge in M.S. Office, Excel
* Well versed in internet usage

**Duties and Responsibilities**

* Collecting CASH at counter, keeping at safe Locker and Deposing on the bank.
* Typing correspondence and reports with minimum direction and instructions.
* Handling mails faxes and remind meetings to my superior. Receiving and screening incoming calls.
* Originating routing correspondence and handling enquiries.
* Handling different type of office machines.
* Proficient in using internet, E-mails and Microsoft Operating system Windows’98, Windows’2000. Windows XP and MS office Packages i.e., ( MS-word,MS-Excel,MS-Outlook)etc
* Updating Pims (Project Information Management System) Summary reports in Office (Daily basis)
* Report to concerned Manager for the entire running project and other reports like daily & Weekly Basis)
* Processing papers, for site workers time sheet and maintain the record, Salary record,
* Maintain daily attendance log of Site department.( Daily Basis)
* Maintain Time Cards of site workers.
* Handling Workers issue, salary issues, e.t.c……
* Prepare time sheet in computer for company use (Company soft ware).

**Professional experience**

Company : **Al Reyami Steel Industries Abu Dhabi (UAE)**

Period : Aug. 2013 to Nov. 2014.

Designation :  **Asst: Admin & Time Keeper**

Company : **Metal Crafts Engineers & Contractor (INDIA)**

Period : Aug. 2009 to Sep. 2012.

Designation :  **Time Keeper**

**Personal Information**

Date of Birth : 16**th** Dec.1986

Place of Birth : Kushinagar

Nationality : Indian

Sex : Male

Marital Status : Married

Language Known : English, Hindi

**Passport Details**

Place of Issue : Lucknow

Date of Issue : 27-02-2009

Date of Expiry : 26-02-2019

**Declaration**

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief

**Santosh**