**CURRICULUM VITAE**

 **SOURAV**

SOURAV.372399@2freemail.com

**Career Objective:**

**Seeking a career where I can utilize my strength and technical knowledge with opportunity for growth advancement and prove to be a valuable asset to the organization and flexible to any challenging department within the organization.**

**Skills :**

* **Able to use spreadsheet and computer software.**
* **Excellent communication skills.**
* Quick learner and ability to deliver under stress
* **Organizing, planning and leadership skills.**
* **Strong ability to initiate and accomplish results.**
* **Effective member and leader of project team.**
* **Carry out multiple assignments concurrently.**

**Driving License : Having valid UAE Driving License (Light vehicle)**

**Other skills :**

* **Computer knowledge (M.S. OFFICE)**
* **Internet Exploring**

**Professional Experience:**

**Experience in Overseas - UAE {7 years Experience } Tara Group Of Companies ( Jan/2010 – Jan/2017)**

**Worked as a Site Supervisor in Tara Group of Companies in Sharjah – UAE.**

**Role as Site supervisor:-**

* **Responsible for site supervising including day to day activities related to store, stock, handling labours and managing.**
* **Supervised 20 to 30 employees daily and communicated effectively with explaining their job responsibilities at site and factory.**
* **Organized sign in sheets, manual punches, assigned punch codes, and responsible for payroll.**

**EDUCATIONAL QUALIFICATIONS**

Passes 10th: From (Punjab school education bored, Chandigarh, Punjab)

Passes 12th: (In commerce) From (Punjab school education bored, Chandigarh, Punjab)

**Languages Known : English, Hindi, & Punjabi (spoken and written)**

**PERSONAL DETAILS:**

**Date of Birth : 15 April 1990**

**Marital Status : Single**

**Nationality : Indian**

**DECLARATION:**

I confirm that the information provided by me is true to the best of my knowledge and belief.