

Nelson

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**Career Objective:**

To succeed in an environment **of** growth and excellence and earn job which provides me job satisfaction and help me achieve personal as well as organizational goals.

**Educational Qualification:**
ST. Aloysius College, Mangalore University – 2007 **-** Post Graduation Diploma in Business Management

Bachelor of Commerce -2006

Dhavala College, Mangalore

University

 P.U.C - 2003 **-** ST. Joseph College, Karnataka Board.

S S L C – 2001 - Rosa Mystica, Karnataka Board

**Professional Qualification:**
 Diploma in E-Finance-Manipal Institute of Computer Education

 **Employment History:**

**Administrative Executive**

Al Ummar Group of Companies-Bangalore-Dec 2015 To Aug 2017 Managing the day-to-dayoperations of the office
Organizing and maintaining files and recordsPlanning and scheduling meetings and appointments
Managing projects and conducting researchPreparing and editing correspondence, reports, and presentations
Making travel and guestarrangements
Providing quality customerserviceWorking in a professionalenvironment

Admin Specialist – FLUOR/Ecolog

 International 2010 –2015(Afghanistan)

 Updating - Tracking, Reports for

 Electrical Inspections Dept – Afgh •

 Reports, Updates & Reporting(USG-

 DCMA)

 Receiving Updating & Tracking Reports.

 Creating, Updating & implementing all Documentation in all aspects of Operations for Electrical Inspections Dept.

 Usage of USG Database: MAXIMO,

 Lotus Notes – IBM • Quick Base.

 Maximo. PATS.

 Operations Departmental Lead &

 Materials-(Office Supply Demand).

 Purchases office supplies**.**

 Conducts or participates in special

 projects and committees.

Performs data entry for various

 accounting/tracking systems

Office Clerk I Shriram chits

 (Karnataka) Pvt.Ltd I 2008-2010 (India)

 Supervise the day to day operation of

 the branch

 Arranging staff training needs by working

 with the operations department

 Conducting monthly safety meetings

 Preparing daily statement reports.

 Performs various administrative tasks

Prepares, issues, and sends out receipts,

 bills, policies, invoices, statements, and

 checks.

 Prepares stock inventory.

Adjusts complaints.

Opens and routes incoming mail,

 answers correspondence, and prepares

 outgoing mail.

**Skills:**

Strong communication skills.

Decision making,critical thinking,organizing and planning.

Problem analysis and problem solving.

Adaptability and ability to work under pressure.

 Excellent organizational and motivational skills.

Good team player with multitasking capabilities.

**Personal Biography:**Date of Birth: 17/08/1985

Marital Status: Single

 Religion: Roman Catholic
Nationality: INDIAN

**Passport Details:**

Date of Issue: 04/03/2009

Date of Expiry: 03/03/2019

**Languages Spoken:**

English, Hindi, Kannada, Konkani, Tulu

 I hereby declare that the above said details are true to the best of my knowledge.

Nelson