

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