**PRADEEP**

**e-mail** **:** **pradeep.377758@2freemail.com**

* **mobile : C/o 971501685421**

**Objective**

To work in a progressive environment in which offers enough challenges and opportunities for me to expand upon my knowledge and grow as a competent professional, while adding value to the organization.

**EDUCATIONAL BACKGROUND**

**Academic Profile**

* **B-E (CSE) 2012** from VMKV Engineering College Salem, Tamil Nadu

**Software Skills**

* Microsoft Office including Word, Excel and PowerPoint

**Communication skills**

* English, Hindi, Malayalam And Tamil

**KEY SKILLS**

* ***Hardworking and Patience.***
* ***Confidently able to work independently or in a team***
* ***Good Communication Skills.***
* ***Flair to organize & prioritize tasks to meet deadlines***
* ***Team Building and Maintaining good relations with colleagues.***
* ***Sportive and Quick Learner.***

**PROFESSIONAL EXPERIENCE**

**(NAJM AL SEEN MARBLES TRDG LLC, SHARJAH, UAE)**

**Durations** **:** November 2015 to November 2017

**Responsibilities** **:** NAJM AL SEEN MARBLES TRDG LLC is a leading marble sales and

purchase company based in Sajjah, Sharjah. I have 2 years’ experience with ‘Najm AlSeen Marbles’ as a company in charge.

**Duties:**

* Maintaining and improving relationships with the customers
* Manage employees and Supervisor
* Supervising Production and delivery
* Monthly financial reports for each company
* Handles debtors And creditors
* Monitor payments / receipts
* Petty cash management
* Stock account and related task, priority for closing on daily basis
* Maintain necessary data and records for future reference.
* Maintain Purchase and sales
* Collect information and procedures of operations from supervisor

**(TECHSPIRITZ, INDIA, MANGLORE, INDIA)**

**Durations Responsibilities**

**:** September 2014 to October 2015

**:** TECHSPIRITZ is a IT based company and I have 1 year Experience as

a Website Developer Web developer responsibilities include building our website from concept all the way to completion from the bottom up, fashioning everything from the home page to site layout and function.

**Duties:**

* Create website layout/user interface by using standard HTML/CSS practices.
* Integrate data from various back end services and databases.
* Gather and refine specifications and requirements based on technical needs.
* Create and maintain software documentation.
* Be responsible for maintaining, expanding, and scaling our site.
* Stay plugged into emerging technologies /industry trends and apply them into operations and activities
* Cooperate with designers to match visual design intent

**(MORE SUPERMARKET (Adithya Birla Group Kerala))**

**Durations Responsibilities**

**:** June 2013 to August 2014

**:** More Supermarket (Adithya Birla Group) is leading Retail Company

based in India. I have more than 1 year experience with Adithya Birla Group (Retail) as a cashier.

**Duties:**

* Assisted customers with final purchases and answered questions at the checkout counter
* Jobs duties included ringing up purchases, scanning coupons and ensuring customer satisfaction
* Operated computerized cash registers and credit card machines as well as conveyor belts

**PERSONAL DETAILS**

Full Name

Date of Birth

Place of Birth

Marital Status

Visa Status

Visa Valid

: Pradeep.

: 11th October 1990

: Kerala

: Single

: Visit visa

: 8th March 2018

All above information’s are true and correct to the best of my knowledge and I’m confident that my qualification and skills could make significant contributions to your organization.

***Pradeep***