**PETER MAIL ID:** **peter.379285@2freemail.com**

**MOBILE: C/o 0502360357**

**Career Objective:**

 Seeking a challenging opportunity in Camp administration where I can apply my skill and experience to optimum use for delivering the desire results and to gain value addition from the job, enabling me to grow along with the organization and become a part of the management.

**ACADEMIC QULIFICATION:**

 Completed Bachelors of Engineering (B.E) in National Engineering College with

 65% in the academic year 2002-2006.

**AREA(S) OF INTEREST:**

* Object Oriented Programming.
* Ms-Word, Excel.

**EXTRA-CURRICULAR ACTIVITIES:**

* Hockey TIES Winner in 2005.
* Zonal level Hockey winner in 2005.
* Acts as a sports secretary in our college in 2006.

**CAREER PROFILE:**

Presently working for AASA Group of companies-Dubai as Camp Incharge, Document Controller/Administration.

**CAMP INCHARGE - RESPONSIBILITY:**

 1. To control Labours and Daily Supply to the Site.

 2. Labours Complaint Solved (Salary Problem, Medical Problem etc).

 3. Plan daily events as needed; post and announce schedules.

 4. Record daily camp attendance.

 5. Maintain Document all camp incidents.

 **DOCUMENT CONTROLLER - RESPONSIBILITY:**

1. Manage all Flows of documents either in electronic form or paper support.
2. Labours documents received from our Head Office and issued to the allocated labours.
3. Managing our Company Documents.

 **CAMP ADMINISTRATION – RESPONSIBILITY:**

1. Accounts Maintain (petty cash.).
2. Weekly courier packages to and from the Provincial Office.
3. Work as an integral member of the Leadership Team.
4. Payroll (time sheets, pay cheques).

 **Personal Profile:**

**Name** : Peter

**Date of Birth** : 20-11-1984

**Declaration:**

 I hereby declare that the above particulars are true to the best of my knowledge and I assure you that I will work in the right earnest and fulfill the expectations of my superiors.

 **(PETER)**