Davinder



Email :- [davinder.379381@2freemail.com](mailto:davinder.379381@2freemail.com)   
CAREER OBJECTIVES

I want to join an organization where I would utilize my skills for the growth of the organization as well as myself on behalf of my dedication and hard work and be an asset to the company I work for.

DIPLOMA IN HSE

NEBOSH(National Examination Board in Occupational Safety and Health).

IOSH (Institution Of Occupational Safety And Health)

Level 2 Award in principles of Risk Assessment.( chartered institute of environment health)

Level 2 Award in principles of Fire Safety.(chartered institute of environment health)

DPS (Department of Protective System ) from Dubai United arb Emirates.

Experience :-

NEO STRUCTO CONSTRUCTION LTD.

As a safety officer at Export refinery project at Jamnagar Gujaratfrom 20-10-2016

To present.

* **Advise and instruct on various safety-related topics(noise, use of machinery).**
* **Conduct risk assessment and enforce preventative measures.**
* **Review exiting policies and measures update according to legislation.**
* **Investigate industrial accidents,injuries,occupational diseases to determine causes.**
* **Providing the information to supervisors , co-workers, subordinates by telephone, in written form, e-mail or in person.**
* **Information and evaluating results to choose the best soluation and solve problems.**

EMRILL SERVICE LLC. DUBAI

As a safety and security officer at al-futtaim carillion palm jumeirah dubai( w.hotel &residence project) from august 2014 to sept.2016.

**EMRILL SERVICE LLC. DUBAI**

As a safety and security office assistant at al-futtaim motor deira Dubai(Toyota) from June 2012 to 15 July 2014.

* Safekeeping of units in the showroom.
* Co-ordinating with the showroom back office for the proper documentation for vehicle release to customer.
* Ensure safety vehicles and staff in the showroom.
* Receiving vehicles from port to our showroom and checking them manually for any damages.
* Prepare delivery report at end of the business on a daily business.
* Prepare inventory report at end of the month.
* Greeting to customer.

ERA INFRA (ENGINEERING INNOVATION)INDIA

As a accountantera infra (engineering innovation)india

* + - Prepare trading a/c, profit and loss a/c and balance sheet statement and monthly closing
    - Analyze financial information to prepare entries to account.
    - Prepare the financial statement of a business.
    - Prepare and preview budget, revenue, expenses, payroll, entries, invoices and other accounting documents.

IL&FS-INDIA

As a data entry operator in under UIDAI(INDIA)

* + - records data by operating data entry equipment coding ,information, resolving, processing problems.
    - Protect organization’s value by keeping information confidential.
    - Prepare data for entry by opening and sorting mail verifying and logging receipt data.

Professional qualification :-

* Two Years Diploma In Computer Programming
* Accountancy From ICA Jalandhar India
* Bsc(it) From Sikkim Manipal University

Academic qualification :-

* + - 10th from Himachal Pradesh,India
    - 10+2 from Himachal Pradesh ,India

COMPUTER KNOWLEGDE

* Ms office(word,excel)
  + - Internet accessing knowledge
    - Knowledge of basic computer
    - Accounting software
    - Tally, busy and next-GN

STRENGHTS :-

* Communication skills ability to work in pressure.
* Go-getter in approach.
* Ability to quickly and easily learn and adapt to new professional environment & culture.
* I am a fast learner and I have positive attitude.
* I am well and I like to learn new things more quickly.

PERSONAL DETAIL :-

Date of Birth 20-04-1985

Marital Status Married

Nationality Indian

Languages English, Hindi and Punjabi

HOBBIES:-

* Listening to music
* Playing football and cricket

DECLARATION:-

I hereby declare that the information furnished above is true to the best of my knowledge.

REFERENCE:-

Available Upon Request