Bablu

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**Career Objective**

To be the asset of an organization, that allows me to utilize my creative, functional, technical and Communication skills. To maintain the consistency of my performance throughout and deliver the best possible results for the organization aiming towards the growth and success of the organization and self, and to bring about innovative ideas and techniques to cope with any challenge put forward, also to create a workplace full of life with my vision

**Skills & Experiences**

* A keen learner, MCA in (Master of Computer Application) from SMU ISM,Siwan,India.
* Successfully completed 4 Years 6 months of experience in field of Administration/secretary to assist HR Executive, Transport & logistic, Procurement Dept. and Office Administration, secretary & coordination.
* A self-motivated team player with excellent communication, analytical, relationship management and problem solving skills.
* Working knowledge Assist HR, Transport & logistic operation, Basic Accounts, Public relations, Administration/secretary & coordination.
* Actively participated & presented various seminars on Office Administration Management.

**Work Experience:-**

**Jeezan Trading & Transport Co.** (Transportation, Waste management Auto garage & Heavy Equipment Spare Parts Sales Services)

**Designation**

Administration Officer, Office secretary, Assist procurement /IT Manager/Network & System/Office Administrator/Assist HR Executive.

**Duration**

21 April 2011 to Till Date Description **of work** **Duties & Responsibilities**

* Handling sales phone calls and e-mails.
* Communicating with clients prior to their course and recording all correspondence.
* Worked On Hukoomi – Qatar E- Government System (All the Online administration & HR Work) -Exit Permit, RP Renewal, Licensee Renewal, Online medical appointment for Manpower Health card Status Renewal, VISA Online processing & tracking, Responsible for Supplier Registration by online system.etc
* Worked on Traffic System in Qatar
* Worked on Qatar Clearance Single window System
* Make authorization clearance co – Air freight, Land Transportation, Sea Freight etc.
* Revoke authorization, create user, delete user& assign their role & Privileges
* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Reviewing tenders and bids.
* Preparing high quality tender documentation.
* Controlling the purchasing budget.
* Monitoring delivery times to ensure they are on time.
* Ensuring the adequate supply of all required materials, components and equipment.
* Delivering cost savings for the company.
* Managing the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Managing commodity cost initiatives.
* Regularly contacting suppliers to renegotiate prices.
* Resolving disputes and claims with vendors and suppliers.
* Keeping all supplier programs current and accurate.
* Delegating projects and tasks to junior staff.
* Promoting best practice across the company.
* Involved in writing up contracts and the terms of sales.
* Developing relationships with distributors.
* Assisting with the copy writing of marketing materials
* Developing and implementing ideas for the marketing and sales of   our Company
* Utilizing social networking opportunities to facilitate sales and   increase brand awareness
* Assisting with promotional events
* Attending and presenting at trade shows.
* Supporting the Sales Manager and the Marketing Manager in all aspects of their work

 1. Administration and monitor the work process in order to ensure that they are maintained in an accurate and timely manner

**Main Activities:**

* Assist with preparation of the budget.
* Implement financial policies and procedures.
* Establish and maintain supplier accounts.
* Ensure data is entered into the system.
* Ensure transactions are  properly recorded and entered into the computerized accounting system
* Assist to prepare income statements.
* Assist to prepare balance sheets.
* Assist with the annual audit.
* Maintain financial files and records.

2. Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys.

**Main Activities:**

* Ensure the safeguarding of all municipal funds.
* Issue, code and authorize purchase orders
* Reconcile the accounts payable.
* Reconcile the accounts receivable.
* Reconcile weekly deposits.
* Manage   distribution of utilities bills and collections of accounts

3. Administer employee files and records in order to ensure accurate   payment of benefits and allowances

**Main   Activities:**

* Administer employment agreements.
* Verify and report on benefits payments.
* Maintain the leave management system.
* Supervise completion of the payroll.
* Review payroll reports.
* Salaries and overtime record.
* Leaves and late attendance report.

4. Supervise administrative services within the office

**Main Activities:**

* Manage the filing, storage and   security of documents
* Respond to inquiries, quotations, LPO's and Invoices.
* Delivery notes, payment receipts.
* Issue and collecting cash and cheques.
* Manage the repair and maintenance of computer and office equipment
* Maintain insurance coverage’s
* Issue permits and licenses
* Supervise the lands program
* Supervise customer services  and respond to customer inquiries
* Assist with preparation and advertising of contract documents
* Designed proposals and company profile.

5. Perform other related duties as required

**Skills:**

* Excellent customer service skills and demonstrable experience
* Articulate and good telephone manner
* Proven ability in copy writing for marketing purposes
* Excellent written communication skills, particularly for a sales audience
* Keen eye for attention to detail.
* High level of computer proficiency and demonstrable working knowledge of Microsoft Office & Latest OS Systems
* Creative, innovative and willing to contribute ideas and   professional opinion
* Passion and enthusiasm for skiing and/or snowboarding
* Strong sense of initiative and a “can do” attitude
* Ability to work independently and as part of a team.

**Additional   Management Skills**

Administration Management, Marketing & Sales Management, Basic Account Management, Networking Management, Meeting & Decisions Making skills, Warehouse inventory Management, Documents Control, Events Management, Team member of project management, Office Administrator, IT Problem Solving,

**Education**

Master of computer Application (SMU) 2007-2009

Bachelor of Computer Application (JPU) 2003 - 2006  
Higher Secondary Science (BICE) 2001- 2003

Secondary School (BSEB) 2001

**Certification**

Defensive driving Course – **Velosi Qatar**

Essential Human Recourses Management {EHRM} - **Qatar Center for Career Development**

**Computer Skills**

Operating System       : 98, 2000, Windows XP, VISTA, Win 2007,

                (Ms-Office)

Hardware                   : Computer Assembling, Trouble Shooting, OS Installation, Server

                                   2003 & 2008 Installation & Repair, A+ Hardware & Networking.

Software                    : Genuine Software Installations, Anti Virus Maintenance,

                                   Third Party Software Installations

Computer Skills          : Excellent Analyst of computer and Internet Problems solving

                                    Skills, Keyboard Shortcut Skills, Techniques to Increase

                                    Performance of system & Internet, Cleaning RAM/CACHES,

                                    Deleting virus, Antivirus installation, Computer trouble shooting etc

**Achievements & Project**

Student Database Management System based on VB Oracle, SQL& ODBC connectivity tool

Hospital Management System for Popular Nursing Home.

Gratuity calculation System for Jeezan Trading & Transport Co.

Information & Admission System for ISM.

Library Management System for Y.D.H School

**Personal   Details**

Gender: Male

Marital Status: Married

Nationality: Indian

Languages: English, Hindi

Driving License. Qatar Valid License (CAR)