**CURRICULUM VITAE**

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**PRAVEEN**

Mail ID: praveen-394928@2freemail.com

**Career Objective**

With over 18 years of experience in administrative jobs, with proper coordination skills. I would like to seek more responsibilities where I can demonstrate my keen analytical ability as well as my leadership qualities. I am well versed in all aspects of human resources, finance and purchase from my past experiences. I would like to try new avenues where this knowledge can be taken forward and will result in a mutually benefiting relationship

**Educational Background**

* Bsc Mathematics (University of Kerala )
* Pre Degree, Science (University of Kerala)

**Additional Qualifications**

* Post graduate diploma in computer application**,** (Board of Technical Education, Kerala State.)
* Certificate in computing,

(Indira Gandhi national Open University, New Delhi.

**PROFESSIONAL EXPERIENCE**

**FROM JANUARY 2017 TO TILL DATE**

WORKING AS **PROJECT COORDINATOR** IN A FOR RECONSTRUCTION SULTHANATE OF OMAN.

**Responsibilities**

* Monitor current projects and coordinates all team members involved to keep workflow on track
* Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
* Assign new project tasks
* Create & manage project plans
* Define project schedules, allocate resources and monitor progress
* Align project objectives with company goals, and make sure project team is clear on objectives
* Work to improve the project process
* Ensure project aligns with set strategy and budget
* Support and direct team
* Lead quality assurance
* Monitor and report on project progress
* Organize and plan meetings with project manager
* Arrange and manage team goals/project schedules/new information and keeps all material up-to-date
* Communicate timeline changes and new information to team; tracks project changes and adjust schedules as needed
* Record minutes and take detailed notes during meetings
* In charge of keeping track of all project-related paperwork; ensure all needed materials are current and properly filed and stored
* Track and analyze project risks and recommend improvements
* Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
* Create a project management calendar for fulfilling each goal and objective.
* Strategize with project manager when needed

**08-02-2009 To 22-12-2016.**

* WORKED AS AN **ADMINISTRATION OFFICER**, G4S, DOHA, QATAR.
* Assist the Premises Officer in ensuring the provision of hygiene environment to all accommodations.
* Responsible to supervise the accommodations maintenance team which is responsible to provide regular maintenance to all premises.
* To purchase all the materials/ items required to accomplish maintenance works.
* Ensure all cleanliness materials and other items required to maintain cleanliness in all accommodations and other premises of the company.
* To carry out routine inspection on the safety equipment such as fire extinguishers, fire blankets, smoke detectors and other assets.
* To ensure the completion of any delivery or installation of the items/ assets for the accommodations in proper manner.
* To make regular check on all accommodations and premises for the cleanliness and safety issues.
* To ensure all accommodations’ utilities are placed in order.
* To demonstrate immediate response to any maintenance requirements.
* To liaise with Camp-bosses with respect to maintenance needs of the accommodations.
* Supervised and monitored staff activity, working conditions
* Monitor building and renewal of development work
* To provide the Accommodation Officer with everyday maintenance report of all accommodations.
* To Provide Admin Manager with weekly report on all accommodations
* Responsible for electrical, electronics and mechanical maintenance and repair
* Liaised with support services

Monitored and supervised all functions relating to planning and budgeting

**2005-2009**: Administrator, BSS information technology mission, Trivandrum. **RESPONSIBILITIES**

* Performance appraisals of administrative staff
* Managed all administration related activities and tasks
* Monitored staff activity for performance and efficiency
* Implemented new communication methods
* Assessed existing policies and procedures and improved them where necessary
* Training, planning and monitoring of existing program and staff

**2001-2005**: Administration Coordinator, BSS information technology mission **RESPONSIBILITIES**

* Prepared consolidated administration related reports
* Assisted in preparation of budget
* Documentation work
* Handled complex administration tasks
* Managed all complicated duties of organization.
* Processed invoices
* Entered invoice data
* Handled customer queries
* Checked data entered for discrepancies
* Processed mails
* Set up customer care processes

**STRENGTH**

* Good oral and communication skill
* Pro-active and self motivated, with ability to motivate others
* Ability to work under pressure and effectively manage conflicting priorities and deadlines
* Keen to learn and share knowledge
* Have strong leadership skill and good interpersonal skill
* Hardworking and punctual
* Ambitious and aggressive
* Dedicated and flexible

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| **PERSONAL DETAILS** |  |  |  |
| Date of birth | : | 01-09-1976 |
| Martial status | : | Married |
| Language known | : | English, Hindi, Malayalam, Tamil |
| **DRIVING LICENSE:** |  |  |  |
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* GCC Driving License, Sultanate Of Oman
* Light Motor Driving License, Kerala state.