***CURRICULUM- VITAE***

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**SUNIL**

Email: [sunil-395001@2freemail.com](mailto:sunil-395001@2freemail.com)

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| **Objective** | Seeking a challenging career with a progressive organization which will utilize my skills and abilities in the Industry that offers professional growth while being resourceful, innovative, and flexible and ability to learn new things every day. |
| **Education &Competence** | **Academic & technical Qualification**   * Bachelor of Arts, Punjab university, completed in 2011 * Fire marshal/warden training, Enertech Qatar.   **Skills**   * Integrity * Teamwork * Good Communication & Interpersonal Skills * Strong interpersonal skills. * Honest and sincere about responsibilities, always aspiring to fulfill targets and schedules * Positive attitude; achieve results through smart work and dedication * Manpower and Equipment Management. * Operating System: Microsoft. * Tools and Packages: MS Office |
| **Work Experience**  **Job Profile** | * **Presently working as welfare assistant in Qatar since December 2016.** * **Worked as welfare assistant in Qatar from December 2015 to November 2016.**   **Roles and Responsibilities:-**   * Responsible for full fill all Statutory Compliances under various acts. * Handling Security Personnel, transport & housekeeping. * Maintaining office & guest house equipment. * Monitoring plantation and day to day administrative requirements. * Maintenance of dining halls, rest areas and other welfare facilities. * Handling of food supplies to the workers. * Maintain the notice board with the information about “Thought of the Day” message, Employee of the month announcement, articles on weekly and fortnightly basis. * Maintain all HR files and employee information in various forms like employee database, employee CV's, review history, preparing all HR letters and certificates. etc. * Regular maintenance of workers and staff accommodation. * Introducing Suggestion Scheme for Employees. * Celebrating Birthday of the Employees. * If the new joiners is been recruited with reference of the company Staff, disburse the amount as per Buddy Scheme. * Conduct Sports Day for Employees and their Children in the month of December. * Conduct Safety Day and Safety Week. |
| **Personal Details** | Date of Birth : 08-09-1990  Nationality : INDIAN  Marital status : Married  Languages Known: English, Hindi, & Punjabi. |
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**Declaration** - I hereby declare that all the information’s furnished above are true to the best of my knowledge and belief**.**

**SUNIL**

Place : Doha