***CURRICULUM- VITAE***

****

**SUNIL**

Email: sunil-395001@2freemail.com

|  |  |
| --- | --- |
| **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 : 08-09-1990Nationality : INDIANMarital status : MarriedLanguages Known: English, Hindi, & Punjabi. |
|  |  |

**Declaration** - I hereby declare that all the information’s furnished above are true to the best of my knowledge and belief**.**

**SUNIL**

Place : Doha