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Personal Particulars

Date of birth : 07-December 1990

Nationality : Indian

Marital Status : Single

Education Background

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| --- | --- | --- |
| * **Level** * **Level :** | **:** | **Currently pursuing CMA (Certified Management Accountant) in Abu Dhabi.**  **Master of Business Administration (MBA)** |
| **Field of Study** | **:** | **Finance & Marketing** |
| **University** | **:** | Amity University |
| **Graduation Date** | **:** | June 2014 |
| * **Level** | **:** | **Bachelor’s Degree** |
| **Field of Study** | **:** | **Commerce with Taxation** |
| **University** | **:** | Mahatma Gandhi University |
| **Graduation Date** | **:** | April 2012 |

Professional Experience

**Duration : 17 August 2015 to 30 September 2017**

**Company Name :** Consolidated Contractors International Company (CCIC)

**(*Largest Construction Company in the Middle East*)**

**Address :** CCC OMAN LLC,

P.O. Box No. 614,

PC-100

Muscat

Sultanate of Oman

**Position Title :**  ***Sr. Clerk Document Controller***

***Project : RHOP Project***

**Industry :** Construction Company

**Duties Involved**

* Control all Incoming and Outgoing letters including Subcontractors
* Maintaining files of routine and confidential nature of correspondences, memos
* Get Approval From Client MAR,MS,CV,WPS,QMP,QCP,IWP,Rigging Drawing etc.
* Interface Agreement uploading into VBC distribution upon submission once received from PDO(Petroleum Development of Oman) Upon request
* Field Warehouse Return Requisition, Field Warehouse Requisition, Request for Fabrication Upload on VBC and distribute for designated people.
* Non Conformance Report, Corrective Action Notice and Site Instruction also upload and distribute also
* Monthly progress meeting, Weekly progress Meeting upload on VBC
* Isometric Drawing uploading and related all works
* Approved for Construction (AFC) drawing related all work
* Maintain completeness of documentation
* Perform document quality check.
* Update the document whenever required
* Checking and managing of project central e-mails and reroute to the concerned persons and follow up with them for actions.

**Duration : 17 Sept. 2014 to 12 December 2014 (3 Months Training Employee)**

**Company Name : Consolidated Contractors International Company (CCIC)**

Projects : **Bab Habshan Development Project 9PE-101) &**

**Expansion of Bab Gas Compression Project (PE-102) – ADCO – BHOG**

**Project Location : Habshan, Western Region, Abu Dhabi, UAE.**

**Position title : Admin Assistant (Accounts & Admin)**

* I was recruited as a Trainee Employee and gained valuable training of CCC’s office Basic Accounts and basic Administration by Admin & Accounts Staff on the project.
* Copy of the Training Intern Completion Certificate issued is attached for reference.

**Duties Involved**

* Updating Local Purchase Order (LPO) & Planned Purchase Order (PPO)
* Daily Employees Payroll Calculation
* Leave settlement and Final settlement
* Leave Formalization
* Making of Debit and Credit Notes
* Payroll Datasheet
* Reimbursement of Air Tickets
* Increment Assessment
* Allocation of new arrivals
* Procedure involved in internal transfer of employees
* Enter Timesheet and related works.

Academic Project Profile

* **Client -**Federal Bank Limited Kochi, Kerala (One of the largest Bank in India)

**Title -**A comparative study of Federal Bank’s – Home loan product with Peer Bank

**Objectives –**This project was undertaken with an objective to study Federal Bank Housing loan products and compare it with other competitors like Axis Bank, Union Bank, State Bank of Travancore and to know customer satisfaction.

* **Client -** Private and Public Sector Bank

**Title -** A Comparative Study of Performance of Public and Private Sector Bank since Liberalization

**Objective –**This project was undertaken with an objective to compare the Performance of Public and Private sector Bank in India in the basis of Asset Quality, Growth Percentage, Growth in Total Deposit, Growth in Total Income, Net Interest Margin, return of Total Asset and understand customer feedback about Public and Private sector bank

* **Client -**Travancore Cement Limited Kottayam, Kerala

**Title -**Satisfaction level of Employees in Travancore Cement Limited, Kottayam.

**Objective** - This project was undertaken with an objective to study the satisfaction level of employees in the basis of these factors – Working Condition, Opportunity to Advancement, Work load and Stress Level, Respect from Co-Workers, Relationship with Supervisors, Financial Rewards.

Technical Skills

* Experience with Document control software, FTP clients, SharePoint and FileNet.
* MS Office( Word , Power Point, Excel) Well Knowledge About Vlookup,Hlookup,Pivot Table)
* Proficient typing skills
* Outlook
* Tally Accounts

Personal Skills

* Ability to work in a Team as well as individually
* Regularly communicate with internal and external business partners
* Manage time well
* Multitask and troubleshoot
* Capable of adapting to any situation
* Ability to do my work in a smart way rather than work hard

References

References are available on request.