

Contact HR Consultant for CV No: 2044980

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 **DEEPU. GOPINATH**

**OBJECTIVE**

To acquire a proactive and challenging role that would provide strong developmental opportunities and balanced application to the prevalent practices in the fields of Finance, Management and Administration under an innovative and dynamic work environment.

**CAREER SUMARY**

**Pursuing MBA graduation specializing in finance, have four plus years of experience in the field of banking and Finance and two years experience in areas of Production Co ordination and data analysis for a major steel supply company in Dubai**

**Professional Profile**

## GEAP INTERNATIONAL LLC, JEBEL ALI , DUBAI From May 2014 to till date

**DESIGNATION: PRODUCTION COORDINATOR AND DATA ANALYST**

**Responsibilities handled**

* Receiving Bar Bending Schedules from clients
* Analyze the data received
* Capture all delivery dates and necessary details
* Preparing the tags and pass them for production
* Preparation of weekly and monthly production reports
* Preparation of consumption reports
* Preparation of LPO s
* Preparation of purchase requisition
* Ensuring the proper delivery of steel within the given delivery date
* ERP data processing for the production department
* Preparation of Sales Order in ERP
* Receiving the customer complaints regarding inappropriate deliveries
* Act as an intermediate between customer and company
* Preparation of delivery notes
* Making all documents required for delivery of steel
* Handling attendance of workers

## VIRTUS TECHNOLOGIES, TECHNOPARK, INDIA From July 2012 to April 2014

**DESIGNATION: PROJECT ASSOCIATE-FINANCE AND TENDER**

**TWO MONTHS ON SITE TRAINING WAS DONE IN KUWAIT HEAD OFFICE (AL- ESSA MEDICAL AND SCIENTIFIC EQUIPMENT’S CO.WLL, SHUWAIKH, KUWAIT)**

**Responsibilities handled:**

**Tender:**

* Receiving Tender Enquiries from Kuwait head office,
* Study the requirements of Tender,
* Sourcing out the suppliers for tender required items and preparation of supplier database,
* Preparation of Request for Quotation,
* Forwarding the RFQ to sourced suppliers,
* Follow up for the quotations,
* Comparison of tender requirements with quotation received,
* Preparation of Compliance Sheet (Comparison statement),
* Communication with suppliers
* Preparation of specification sheet & quotation
* Preparation of costing sheet with given prices,
* Preparation of cut sheets and catalogues,

**Finance:**

* ERP Process in finance of Kuwait Head office
* Custodian of Master item and price creation in ERP
* Sales order validation
* Accounts payables
* Accounts Receivables
* Bank Reconciliation

## CO OPERATIVE BANK – INDIA From June 2009 to June 2012

**DESIGNATION:  CLERICAL STAFF (ACCOUNTS)**

**Responsibilities handled**,

* Preparing Books of Accounts,
* Preparing monthly statement of Accounts other clerical works
* Reconciliation works
* Appearing before court as bank representative for loan recovery suits
* Assisting the auditors
* Verifying the land and other mortgaging securities
* Verifying the documents submitted by customers required for loan

**ACADEMIC QUALIFICATION**

* MBA in Finance (Currently Pursuing),
* Bachelor’s Degree : B-Com (Taxation) with an aggregate of 61 %
* Plus Two in Commerce (Computer Application) with an aggregate of 85 %
* SSLC with an aggregate of 76%

**technical qualification**

* MS Office
* TALLY 9
* ERP
* Well versed with ARMOUR application

**PERSONAL**

Name:  **DEEPU .G**

Age & Date of Birth: **28 Yrs, 27 Oct 1988**

Marital Status: **Single**

Nationality: **Indian**

 **Karama, Dubai**

Currently living **Dubai, UAE**

Languages known: **English, Hindi, Malayalam, Tamil**

Visa Status: **JAFZA FREE ZONE RESIDENT VISA VALID TILL**

 **MAY 2017**

**Declaration**

I hereby declare that the above-mentioned facts are true and correct to the best of my knowledge & belief.

**Deepu G**