

**DEEPAK**

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**PROFESSIONAL PROFILE**



* A competent professional with nearly 8 years of accomplished career track of delivering sustaining revenues.
* Presently associated with Bechtel International (BPJV) as ES&H Admin Assistant
* Streamlining workflow and creating a team work environment to enhance profitability innovatively for reputed business houses.
* An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business and management.

**CAREER HIGHLIGHTS**



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| **Company** | : | Bechtel International (BPJV) - Clint EGA |
| **Place** | : | Abu Dhabi |
| **Position** | : | ES&H Admin Assistant |
| **Period** | : | January 2016 to the present |

**Duties & Responsibilities:**

* Proficient in Data entry through the use of Info works database
* Routing documents for signatures on timely manner
* Updating Action item register both excel & IRIS database.
* Support Contracts department to rout documents for EGA approval & review
* Maintaining Logs & files on timely manner
* Entering Sadiq Safety (Behavior based safety) observation into the Chekhov database
* Receiving Authorization card application for Vehicle driver, Operators, Scaffolders, Riggers, Electricians, etc.
* Validating supporting documents for the Authorization card application and issuing authorization cards.
* Issuing Personal Protective Equipment to BPJV employees & visitors
* Issuing inspection stickers for all the Vehicles, heavy equipment & Electrical equipment
* Sending Daily information sheet to all BPJV employees & contractors
* Coordinating with team members to organize meeting upon request.
* Posting of A/P Invoice in IFS (ERP system)
* Assisting in administration work related to AP invoices.
* Incoming and outgoing courier responsible.
* Petty cash Handling on request.
* Office maintenance supplies.
* Office stationary monitoring and ordering.
* Printer maintenance & coordination
* Letter drafting for the Managers

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| **COMPANY** | **:** | Al Futtaim Carillion LLC |
| **Project** | **:** | Al Taweelah Alumina Project |
| **Client** | : | BPJV |
| **Position** | **:** | Admin Assistant /Transport Coordinator |
| **Duration** | **:** | August 2015 to January 2016 |

**Duties & Responsibilities:**

* Payroll & Cash Handling
* Coordinate with ‘Lease Plan’ (Rent A Car) & Client (BPJV) for the vehicle servicing & maintenance
* Coordinate with site team / supervisor
* Transportation arrangements for Staff & Labour
* Try to solve welfare problems on site
* Arranging gate passes for all the vehicles and equipment
* Maintain records and files data according to category

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| **COMPANY** | **:** | Al Futtaim Carillion LLC |
| **Position** | **:** | Office Assistant |
| **Duration** | **:** | November 2014 to August 2015 |

**Duties & Responsibilities:**

* Data Entry
* Preparing of hire summary
* Preparing time sheets
* Payroll & Cash Handling
* Updating excel sheet e.g. invoice register, LPO register.

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| **COMPANY** | **:** | Videocon Quadrant Televentures Ltd, Punjab India. |
| **Position** | **:** | Sales Executive |
| **Department** | : | Retails & sales |
| **Duration** | **:** | August 2009 to November 2014 |

**Duties & Responsibilities:**

* Responsible for assigned sales targets (Monthly, Quarterly & annually)
* Operating internet, updating all records and documents (Hard copy as well as soft copy), purchasing and maintaining stocks & data entry.
* Collecting order
* Follow up for payment
* Maintain good relationship with client

**ACADEMIA**



* B.A (Bachelor of Arts)

Passed with first class 69% CMJ University Meghalaya 2012

* 10+2 (12th)

Passed with first class 60% D.A.V Sr. Sec. School from P.S.E.B 2009

* S.S.C (10th)

Passed with first class 69% D.A.V Sr. Sec. School from P.S.E.B 2007

**COMPUTER SKILLS**



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| **Operating System** | : | Window 10x, Windows 9x, Windows 2000, Windows SP, Window xp, MS |
|  |  | Dos. |
| **Office Packages** | : | MS – Office 2000, 2003, 2007,2010, 2013, 2016 (MS – Word, MS Excel & |
|  |  | MS – Power point) |
| **ADDITIONAL SKILLS** |  |  |
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* Acquired good skills in developing & maintaining relationship with all kinds of people.
* Ability to handle challenges & can strive hard for excellence in the field.
* Possess the quality of handling responsibilities taken.
* Ability to co-ordinate work for the betterment of the group or company.
* Able to analysis & solve problems in a group.
* Posse’s good typing skill.
* Competent on all Microsoft office program
* Comfortable working with numerical date.
* Able to use office equipment like copiers, fax’s, scanners, printers, computers and office software.
* Ability to type 30 wpm and demonstrated proficiency on 10-key.

**PERSONAL DETAILS**



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| **Date of Birth** | **:** | 18-Aug-1991. |
| **Marital status** | **:** | Single. |
| **Nationality** | **:** | Indian. |
| **Languages** | **:** | English, Hindi, Punjabi. |
| **Visa status** | **:** | Work Visa. |