**CURRICULUM VITAE**

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**PREM**

**Email:** [prem-397311@gulfjobseeker.com](mailto:prem-397311@gulfjobseeker.com)

**Objective**

To obtain a challenging position in high quality environment through honest and committed smart work, in conjunction with my knowledge and skill blended with a positive attitude which will add value to organizational operation.

**Professional Summary**

* Excellent typing speed, accuracy, and data interpretation skills
* Remarkable organizational, computer, and time management skills
* Ability to work with numerical and alphabetical data
* Proficient in all major accounting software platform
* Superior ability to handle multiple accounting task
* Very good experience in Installation, configuration and maintenance Software
* Working knowledge of running and configuring windows on Desktop & Laptop PC

**Technical Skills**

* OS/Platform: Window 7/8/10
* Applications/Tool: MS Office, MS Excel, MS Exchange
* Microsoft Dynamic Navision
* TallyERP
* Radiographic Software
* Database: SQL Server
* Language: ASP, .NET, SQL

**Key Skills**

* Document Clerk, Data Associate, Back Office, Accountant, Data Processing, Document Controller, Computer Operator and Data Entry, IT Support

**Work Experience**

* **Computer Operator cumData Entry Operator. October 2018 – Present**

**Kuwait**

* To use accounting software to accounts payable, receivable documentation and reporting
* Assigned in the monitoring of inputs to ensure that all details are accurate and in one place
* Assisted in the efficient daily operations of the computer systems division
* Generated day to day reports on operations and repairs as required
* Numeracy skills credit control, updating spreadsheets and MS Office and Excel
* Followed the correct escalation process and procedure in adherence to the department and company policies
* Detail oriented, efficient and organized professional with extensive experience in accounting systems
* Also prepare Refinery report like PT, HT, RT & PMI reports
* Documentation & Reporting
* To create Invoice, Credit note, Debit Balance, and etc.
* To use Radiographic Software to create an Oil/Gas Refinery Report.
* Also use MS Access Database and SQL Database.
* DWR Correction task force log updating.
* Arrangement the DWR (Daily Welding Report) heat no & material specification correction Test Packages wise.
* **Sr. Associate cum Back Office Executive September 2016-June 2018**

**Vara United Pvt Ltd** **Mumbai, India**

* Work as a ICICI BANK CREDIT CARD Process
* Review and check applications and supporting documents
* Audit on-line applications for accuracy and completeness
* Load information onto prescribed databases
* Developed and presented financial reports analyzing clients current accounting needs and proposing viable solutions
* **Data Associate November 2014-July 2016**

**Crossover Technologies Mumbai, India**

* Worked at company to develop the basic skills and knowledge necessary to pursuing a career in accounting
* Served accountants and accounting assistants by observing their work, contributing and offering feedback on the processes employed
* Input data into a variety of computer programs with pace and correctness
* Prepared documents for data entry
* Ensuring accuracy of data entered into the computer program
* Verified, updated and corrected source documents
* Entered data into designated database and forms
* **Asp.Net Programmer March 2013-May 2014**

**Ambit Technologies (Ambit Infotech) Mumbai, India**

* Gather and document user’s requirements and build up rational and physical specifications
* Designing and Developing Web Pages, along with validation
* Modification of existing software to improve its performance
* Prepare software designs as per the requirements of the clients
* Provided technical support by identifying, investigating and resolving software technical problems
* Responsible for Software installation and Maintenance

**Project**

* **KNPC CFP\_MAA (Clean Fuels Project)**

Responsibilities:

* As Document Clerk overall in charge for the report preparation and submission to QC Inspector review and final submission preparation to submit PMC review. Behalf of QC-ITM Department document clerk for monitoring each and every report as per the drawing according to procedure for the project requirements.
* Mainting the JGC/JGSK In-house Electronic Document Management System (EDMS).
* **KIPIC-New Al-Zour Refinery Project**

**Education**

* BSc-IT pass out from Sikkim Manipal University
* HSC pass out from St. Lawrence Junior College of Science & Commerce with Maharashtra State Board
* SSC pass out from Pal Rajendra English High School with Maharashtra State Board

**Certification**

* CCNA from ACIT
* CCNP from ACIT
* Diploma in Dot Net Technologies (DDNT) from NIIT Technologies Limited

**Personal Profile**

Name : Prem

Date of Birth : 09thApril 1991

Gender : Male

Marital Status : Unmarried

Language : English, Hindi

Nationality : Indian

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:** Kuwait

**(PREM)**