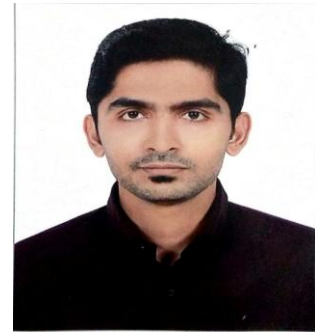


**PRAVEEN KUMAR.K.S**  
**Uthradam**  
**Ambalapuzha**  
**Alappuzha**



**Mobile: +91 9447846598**  
**: +91 8078996314**

**Email: pravikrshn@gmail.com**

---

## **Personal Objectives**

To obtain a position where I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my career.

## **Professional Experiences**

### **Snow drop Trading & Contracting W.L.L, Doha-Qatar**

#### **Administrative Supervisor**

**November 2017 to August 2019**

Snowdrop Trading is a MEP contracting company in Qatar providing complete solutions to the construction industry. They offer a wide range of products & engineering solutions particularly in the field.

#### **Job Descriptions:**

- Provide guidance and support to admin and operations staffs to perform their duties effectively
- Supervise the monthly billing, staff scheduling and payroll processing activities
- Provide support to resolve any problems faced by the HR & Administration team.
- Provide support in recruitment, evaluation and training of staff members.
- Maintaining a clean and enjoyable working environment.
- Provide full Administration support to Administration and Operation Managers
- Coordinates and supervises the daily and weekly activities within the assigned area of Operations
- Update office policies and procedures.
- Coordinate employee schedules and training programs.
- Proving administration support to company's projects.
- Develop an annual expense plan and monitor the budget.
- Arrange Travel and Accommodations for Employees.

#### **KEY SKILLS AND COMPETENCIES:**

- Excellent organizational & leadership/people skills
- Ability to communicate with personal at all level.
- The ability to work in a fast paced environment.
- Minimizing staff absence and attrition.
- Identifying the root cause of problems.
- Acting as a role model for other members of staff.

## **Carrefour (Majid Al Futtaim), Dubai-UAE**

### **Cashier & Cash Controlling Office (CCO) in charge**

**April 2015 to October 2017**

Carrefour, one of the large French Hypermarket chain in the world. The brand was launched in the region in 1995 by Majid Al Futtaim

#### **Job Descriptions:**

- Assisting and supporting with daily store opening and closing procedure.
- Counting and distributing money to cashiers at the start and end off the Shift.
- Resolving customer complaints in a protective manner and guiding cashiers.
- Keeping records refund, Void items and Products.
- Handling Petty cash.
- Preparing and maintaining daily and monthly sales report and forwarded with management.
- Managing bank deposit activities and total cash counting accurately start & end of the shift.
- Provide and Assistance with stock inventory preparation.

## **Transguard (Emirates Group) LLC, Dubai- U.A.E**

### **Supervisor**

**May 2013 to June 2014**

Transguard is based in Dubai Airport Freezon, UAE.They leading in the field of Cash services, security services, Manpower services and Integrated Facility service.

#### **Job Descriptions:**

- Provide admin support to operations & administration departments
- Prepare all regular reports on various operations & evaluavate process as per daily requirement.
- Deploying all workers to their assigned sections and departments.
- Issuing gate passes where required.
- Provide training to workers and proved upgrade to various skills and techniques.
- Monitoring all administrative functions as per company requirement.
- Preparing monthly & weekly work schedule and assigning daily specific duties.

## **Krantz Engineers WLL, Doha Qatar**

### **Administrative Officer**

**November 2011 to February 2013**

Krantz Engineers W.L.L is a MEP contracting Company based in Qatar. They offer a wide range of products & engineering solutions particularly in the field of Air condition and ventilation system.

#### **Job Descriptions:**

- Provide Monthly budget for admin related expenses.
- Processing all leave applications and making necessary travel arrangements.
- Giving Instructions to camp boss in their assigned daily specific duty and responsibilities.
- Prepared all employment contracts for new employees and old employees.
- Set up Accommodations and entertainment arrangements for employees and visitors.
- Provide office orientation for new employees.
- Preparing documents for medical and fingerprint of new employees for residence visa.
- Maintain the personal files of all the employees.

- Maintain and updating drivers and transportation track report.
- Arrange for all repair and maintenance of office and site equipments.

## **Krantz Engineers WLL, Doha Qatar**

### **HR & Administration Executive**

**May 2009 to October 2011**

- Assisted in preparing invoices and pay slips for submission to clients.
- Issuing gate passes where required and daily monitoring security
- Maintaining daily attendance record of all the employees
- Schedule and Co-ordinate meetings, interviews and appointments.

### **Educational Qualification**

- Bachelor Degree in Science (B.Sc) from Mahatma Gandhi University Kerala India.
- Plus Two From Board of Higher Secondary, Kerala India
- Secondary School Leaving Certificate (SSLC) from DBHS School, Thakazhay, Kerala India.

### **Technical Certification & Computer Proficiency**

- Knowledge in operating computer with proficiency in Microsoft Office Suite.
- Certification in Computer Hardware and Networking.
- Certification in Electronic Equipment Maintenance and Hardware Maintenance.
- Certification in AutoCAD 2010

### **Personal Information**

Name : Praveen Kumar K.S  
 Gender : Male  
 Age & Date of Birth : 34, 25/03/1985  
 Marital Status : Married  
 Nationality : Indian  
 Father's Name : KrishnananKutty T.N  
 Languages Known : English Hindi Malayalam Tamil

### **Passport & Visa Information**

Passport Number : P 7923927  
 Place of Issue : Cochin, India  
 Date of Issue : 10/03/2017  
 Date of expiry : 09/03/2027

### **Hobbies & Interests**

- Listening Music, Playing Cricket

### **Declaration**

I hereby certify that all the above furnished information is true to the best of my knowledge and belief and contains no distortion of facts and details.

Place:

Date:

**Praveen Kumar KS**

***Reference: Available on Request***