

Abraham Ravi

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# OBJECTIVE

A motivated administrative professional office assistant seeking a position in a challenging environment. Over 4 years experienced successfully providing administrative and secretarial support to the operational department. Well-developed communication and customer service skills

# Presently working as Administrative Assistant in FINANCE DEPT. (AGP)

# Since 2021,01, MAY

# Responsibilities:

# Filing of documents from respective departments (ACCOUNTS RECIVABLE/PAYABLE/PROJECTS)

# Printing Utility invoices, PDC reference receipts, batch receipts etc

# Managing Stationery supplies, pantry supplies.

# Bank works include Depositing Cheques, Encashment of Cheques, documents Submission.

# Petty Cash vouchers, gift vouchers checking for ACCOUNTS PAYABLE.

# Creating Variation Orders for PROJECTS DEPT.

# Booking Invoices in AR.

# WORK EXPERIENCE

# Worked as OFFICE ASSISTANT in Operations Dept 04 Years 04 months – (Employee of the Year – December 2019)

### December 2016 – 2021(APRIL)

#### Al Ghurair Centre L.L.C

Deira Dubai, UAE

**ADMIN ASSISTANT&DATA ENTRY OPERATOR,** 2013-2014

**APTECH COMPUTER EDUCATION INSTITUTE,**

HYDERABAD, Andhra Pradesh, India.

**Responsibilities:**

* Maintaining All Records of Students.
* Preparing students for interviews upon their course completion as per the Institute Guidelines.
* Filing Students Data, from the date of Joining until their CERTIFICATION from the institute.
* Putting Online Portal attendance of students for certification.
* Providing the students required material as of their related courses.
* Perform other related duties as required.

**DATA ENTRY OPERATOR,** 2010-2011**Lasya Technologies Pvt Ltd**.

Hyderabad, Andhra Pradesh, India.

**Responsibilities:**

* Data Migration
* E-publishing as per Clients requirement.
* Using CSS Encoding & Decoding, html, xml formats Numbering and indexing books.
* Web linking the books for user friendly interfaces.

**DATA TRANSLATOR, (**2009-2010)

**IMRB Contract Basis** Hyderabad, Andhra Pradesh, India.

**Responsibilities:**

* Translating the Data from Local Languages to English.
* And taking up the projects related to surveys on Agricultural crop cultivating procedures.
* Hospital Surveys upon the necessary requirements and facilities which are in lack.
* Collecting Data from Public of all kinds of information as per the Project standards.
* Public surveys from villages, Urban and Rural Areas.
* These Surveys Helps In order to take the necessary action from government where it is necessary for the Public Health and Safety.

**DEAN OF STUDENTS/MORI, (**2015-2016**)**

**Responsibilities:**

* Answer telephone and greet visitors, handling their inquiries, giving information and taking messages.
* Communicating with Parents.
* Maintain scheduling, appointment calendar, general filing system and file all correspondence.
* Ensure Proper Cleaning of Hostel Rooms, Washrooms, and Study Rooms. On Daily Basis.
* Perform other related duties as required.

**MARKETING ASSISTANT,(**2014-2015**)**

**BSF FRANCHISE, HYDERABAD.**

**Responsibilities:**

* Coordinate with suppliers for material orders.
* Maintain and update supplier details upon order confirmation.
* Marketing to Local stores and retail shops the required material as ordered.
* Supplying requested material for the stores on weekly as scheduled.
* Quoting the best prices and getting orders in good Margins.

**STORE KEEPER, (**2013-2014)

**Sri Vijaya Engineering & Constructions Pvt Ltd**.

Manuguru, Andhra Pradesh, India.

**Responsibilities:**

* Maintaining All Items in Store and Stock them accordingly upon requirement.
* Receiving Material and storing according to the respective department use.
* Preparing list of required material as per the respective department request.
* Assisting Supervisors Electrical, Plumbing, Carpentry, and Civil departments in commencing orders.
* Analyze and make order plans upon the work Loads

# EDUCATIONAL ATTAINTMENT

**COLLEGE** : **Bachelor of Science in Computer Science.**

**Narsapuram Rustumbada.**

AFFILIATED TO ANDHRA UNIVERSITY.

**COMPUTER SKILLS:**

MS OFFICE,

MS EXCEL

BASICS IN HTML.

ONGOING TRAINING IN ***AWS DEVOPS***

# 

# LANGUAGES:

# English: READ, WRITE, SPEAK

# Hindi: READ, WRITE, SPEAK

# Telugu: READ, WRITE, SPEAK

# PERSONAL DATA

Date of Birth **:** September,18,1988

Citizenship **:** Indian

Civil Status **:** Married

Gender **:** Male

Height **:** 5’5”

Weight **:** 160 lbs.

I hereby declare that the above information provided is true to my knowledge.

**Abraham Ravi**

Applicant.

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