



KEVIN JOHN ABRAHAM

**Bachelor of Business Administration in Computer Application with
3.5 years of experience in Human Resource and Administration**

CONTACT



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PERSONAL RECORDS

Father's Name: K. J Abraham
Nationality: Indian
Date of Birth: 06th Mar 1992
Passport No: M3073175
Languages Known: English, Malayalam, Hindi

KEY SKILLS

Document Control



Planning & Organizing



Time Management



Interpersonal Skills



Office Coordination



Administrative Services



Problem Solving Skills



Punctuality



Loyalty



PROFILE SUMMARY

- Technologically savvy and goal oriented Admin Executive. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft Office and Adobe Acrobat.
- Capable of working under pressure and meet deadlines as scheduled with quality in work
- Maintain Confidentiality around sensitive information and terms of agreement.

EDUCATION

May 2017 Bachelor of Business Administration in Computer Application
CMS College Kottayam, Kerala, India

March 2014 B.Tech in Electronics and Communication Engineering
Course Completed from M.B.C College of Engineering & Technology, Idukki, Kerala, India

March 2010 Higher Secondary in Computer Science
M.G.E.M.H.S.S, Vakathanam, Kerala, India

March 2008 High School
M.G.E.M.H.S.S, Vakathanam, Kerala, India

CERTIFICATION COURSE

- NEBOSH International General certificate in Occupational Health & Safety
- IOSH

IT SKILLS

- Microsoft Office
- Adobe Acrobat Professional
- RHCE (Red Hat)

WORK EXPERIENCE

Working as Operation Executive at Falcon International Shipping Agency, Qatar from February 2019 to February 2020

Duties and Responsibilities:

- Ensure that the manifest department collects the shipping documents (shipping permits, bills of lading) which are necessary to commence the loading and unloading operations
- Ensure that essential supplies, crew transfers, customs documentation, and waste declarations are all arranged with the port authorities without delay.
- Ensure all shipping documentation are prepared
- Ensure all customs documentation relative to vessel and cargo clearance are in place
- Ensuring a berth for the incoming ship
- Arranging for the pilot and the tugs if necessary
- Arranging for the necessary ship fresh water / provisions
- Arranging for storage bunkers if these are needed
- Organizing the supply, transport and the handling of the goods
- Ensure good communication with port authorities
- Make proper plan for operations
- Ensure operation not affected negatively due to shipping administrative issue
- Prepare vessel and cargo file for invoicing, delivery order and export document.
- Prepare report on operations for management

Worked as HR Admin Assistant & System Analyst at Modern Mechanical, Electrical & Transport Co. WLL, Kingdom of Bahrain from October 2017 to December 2018

Duties and Responsibilities:

- To maintain and update electronic and hard copy personnel record systems containing all employment related information.
- To prepare all letters or contracts for any changes to employee terms and conditions.
- To handle leave administration processes and ensure that associated payroll processes are completed.
- To support the implementation of HR systems or databases; to enter data and maintain these accordingly.
- To handle all initial contact into the HR department, signposting onwards as appropriate.
- To provide general administration support to the HR department as required including filing, telephone answering, scanning, photocopying and emails.
- To ensure all new starter paperwork is completed and relevant information provided to payroll and benefits providers for processing.
- To produce and issue all offer letters and employee contracts
- Processing the Leave Applications of Employees
- Records all data using Fleet Management.
- Advises staff/ faculty to appropriate choices of standard items to be purchased for offices and workshop.
- Collect quotation from different suppliers and ensure that purchases adhere to departmental budget.
- Prepare local purchase order as per received quotation for the appropriate supplier.
- Follow up on orders to ensure that materials are shipped and delivered on promised dates
- Manage all communication for purchase orders with vendors and analyze all communication for same and resolve all purchase issues and coordinate with accounts payable department to process all invoices

- Maintain records and follow up files of purchases, shipments, and related matters
- Cross-reference products received for quality and quantity to ensure adherence to specifications
- Contact vendors to confirm purchase order details
- Log all order receipts and confirmations
- Collect and fulfill requests for office supplies
- Calculate Monthly Man hours for all staff as per Time card and handover to accounts.
- Prepare documents as per the instruction of Manager.

**Worked as EDP Operator (Sales Department) at AVG MOTORS LTD (Maruti Suzuki),
Pathanamthitta, Thiruvalla, Kerala, India from January 2016 to October 2017**

Duties and Responsibilities:

- Operates computer peripheral equipment to transfer data to and from computer and to convert data from one format to another
- Coordinate with management, users and technicians to determine how to use information systems to carry out the organization's functions and fulfill its purpose.
- Performs back-ups on computer systems
- Networking planning/ implementation is also the responsibility of EDP Department
- Installing new system, up gradation of systems in various department
- Securities like Anti-Virus, Internet Security and responsible for firewall
- Daily backup management of all the data of company
- Restore the data for user whenever required
- Managing all server data like new reports creation and other timely reports
- Fill the requirement of stationary, printer cartridge and all consumable
- Managing wireless network.
- Repair and reinstall the old systems and if not possible in company then make returnable gate pass and send them to the vendor for repair

TRAINING

Certified Instrumentation Engineer (CIE) from SMEC Automation Pvt. Ltd. Cochin, Kerala. With hands on practical experience in Instrumentation Tools.

PERMANENT ADDRESS:

Elavakunnel Akkara, Eravuchira P.O, Thottakad, Kottayam, Kerala, India

DECLARATION

I hereby declare that all the above given information is true to the best of my knowledge.

Kottayam, Kerala

Kevin John Abraham

Date: 17th September 2020