

# **CURRICULUM VITAE**

**VEERA VENKATA PRASAD RAJANALA,**  
**Bachelor of Science, (B.Sc.)**  
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**Mobile: 0091-9951466996**



## **POST APPLIED FOR**

### **ADMINISTRATIVE SPECIALIST**

## **OBJECTIVE**

Seeking accomplishing my duties in a sufficient professional standard to the satisfaction of my employer and the reliability of my co-staff

## **CAPABILITIES**

Self-motivated, hardworking and sincere in carrying out my assignments with own Initiative, offering great potential for professional growth and achievement ability to work long hours without stress

## **QUALIFICATION**

- **Bachelor of Science** from Andhra University, Visakhapatnam with **65.4%** during 2004-2007.
- **Board of Intermediate Education (10+2)** from V.E.C Junior College, Veeravasaram with **59%** during 2002-2004
- **Board of Secondary Education (10<sup>th</sup>)** from M.R.K.Z.P High School, Veeravasaram with **62%** during 2001-2002

## **TECHNICAL SKILLS**

- **TALLY 9.0** : SICE Computer Education.
- **IT Gem** : NIIT@ Schools
- **Operating System** : Windows 98, 7, XP, Vista and Mac.
- **Typing Speed** : Higher English. (45 wpm)

## **DRIVING SKILLS**

- **Indian Driving License** : LMV, MCWG.

## WORK EXPERIENCE

- Presently working from home under Nice Computers as a **Data Provider** for offline projects (word to Excel, Jpg to word) from October 2012 to till date.
- **1½ year** worked as a **Cost/Payroll Specialist** at **NASA Services International, Turkey** (Subcontractor of **FLUOR, Dept: Project Controls**) in **Afghanistan** from **June-2011 to September-2012**.
- **1 Year** worked as an **Administrative Specialist** at **Prime Projects International General Trading, Dubai** (Subcontractor of **KBR**) in **Iraq** from **June-2010 to May-2011**.
- **1½ Year** Worked as an **Administrative Clerk in accounts department** at **Al Jaber Group (Prefab Division) Abu Dhabi, U.A.E**, from **June-2008 to February-2010**.
- **3 Years** Worked as an **Administrative clerk in HR department** at **Maruthi Sai Lakshmi Traders, Bhimavaram, West Godavari, A.P, INDIA**, from **May-2004 to Dec-2007 (Part time)**.

## WORK RESPONSIBILITIES

### NASA Services International - Afghanistan:

- 1) Monitoring, Reporting and Forecasting against Project Cost Estimates and Budget Categories.
- 2) Preparing Monthly Project Cost Reports.
- 3) Maintaining check of all Project Invoices to ensure correct coding and Subsequent Posting with in **SAP**.
- 4) Performs Project Cost, Risk Estimating, Analysis and Control Activities as assigned.
- 5) Support Project Organizational and Administrative Activities when delegated.
- 6) Provide Support to Project Teams to Control Costs within Approved Budget and Financial Authority Limits.
- 7) Works on Systems Applications and Products in Data Processing (**SAP**), **MAXIMO**, **MATMAN** and **LOTUS**.
- 8) Performs timesheet calculation and data entry; benefit deduction calculation, manual checks and pay increases.
- 9) Processes payroll audits, employment verifications, sick & vacation accruals.
- 10) Maintains records and filing system for payroll department in a confidential manner, including employee files, **wage garnishments**, taxes, payroll reports.
- 11) Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports.
- 12) **Financial record keeping**, book keeping and governmental accounting principles and practices.

### **Prime Projects International – Dubai:**

- 1) Preparing daily food menu for 700 personnel at **COP BUCCA** Iraq.
- 2) Monitoring and quality checks of all cooked food.
- 3) Ensuring cooked **food temperatures** at serving time for every 30 minutes.
- 4) Keep Stock tracking of Dry, Chilled and Frozen Items.
- 5) Follows FIFO system at all times.
- 6) Receiving and issuing of all type of Food Items.
- 7) Prepares daily labor productivity reports and reporting to HR Lead.
- 8) Tracking OCN employees transfer movements.
- 9) Forecasting labor cost for new projects.
- 10) Trains HR values, Human Trafficking in persons and safety briefing for new assigned employees in their native languages.

### **Al Jaber Group – Abu Dhabi:**

- 1) Preparing new and revised purchase orders (POs) and distributing to concerned vendors.
- 2) Receives materials as per purchase orders.
- 3) Updating received material information on JAVA data base and on material data sheet.
- 4) Prepares Closed out Project's Labor, Material and Equipment Job cards.
- 5) Prepares employee worked hours and over time hours.
- 6) Good command in the operation of a payroll system and running payroll related reports.
- 7) Ability to understand complex formulas and calculate payroll matters such as overtime and remuneration package, contract details.
- 8) Ability to present high level payroll information in a sample format to management and staff.
- 9) Advanced skills in payroll processing, preparation and data entry.
- 10) Participate in specific projects as allocated from time to time.

### **M.S.L. Traders – India:**

- 1) Receiving paddy from formers, quality checks and arranging stock as per FIFO system.
- 2) Monitoring and reviewing rice milling process.
- 3) Prepares employee wages on daily basis and distributes.
- 4) Support in HR, Accounting procedures.
- 5) Maintains Quality analysis of milling rice according to FCI Standards.
- 6) If the Rice quality is below than standards immediately reporting to milling supervisor and find out the error in milling process and solving the error.
- 7) Prepares transport way bills and sales Invoices for outgoing Trips.
- 8) Updating Incoming trips weight on Oracle Data Base.

## ACHIEVEMENT

**Best Performance worker** appreciation awarded by **NASA** Services International's Country Management in September 2012.



## PERSONAL STRENGTHS

- Strong Analytical Skills, Oral and Written Communication Skills.
- Computer Literate.
- Statistical Knowledge in the areas of Sampling, Distribution, Probability.
- Collaboration, Networking, Well Developed **Team – Working** Skills.
- Quick Learner.
- I am friendly, sportive and can adapt myself in a team.
- Thorough knowledge over Microsoft office, especially **Word & Excel**.
- Good experience of all office activities.
- Deep knowledge about all Clerical Jobs.
- Takes all new job horizons as a challenge.

## LANGUAGES KNOWN

- English - Speak, Read, Write.
- Hindi - Speak, Read, Write.
- Telugu - Speak, Read, Write.
- Arabic - Speak.

## PASS PORT DETAILS

- Pass Port No:- G 0821454
- Place of Issue:- Visakhapatnam
- Date of Issue: - 29 Dec 2006.
- Date of Expiry: - 28 Dec 2016.

## PERSONAL DETAILS

**Name** : Veera Venkata Prasad Rajanala  
**Father's Name** : Veera Venkata Babu Rao  
**Date of Birth** : 27<sup>th</sup> August, 1987.  
**Sex** : Male.  
**Marital Status** : Unmarried.  
**Nationality** : Indian.  
**Hobbies** : listening music & Playing Games.

## PERMANENT ADDRESS

**Name** : VEERA VENKATA PRASAD RAJANALA  
**Father's Name** : VEERA VENKATA BABU RAO  
**Door No** : 2-66  
**Village** : NANDAMURUGARUVU  
**Mandal** : VEERAVASARAM  
**Constituency** : BHIMAVARAM  
**District** : WEST GODAVARI  
**State** : ANDHARA PRADESH  
**Country** : INDIA  
**Pin Code** : 534245  
**Mobile** : 0091 9951466996  
**Mail 1** : [rvvprasad89@gmail.com](mailto:rvvprasad89@gmail.com)  
**Mail 2** : [rvvprasad89@yahoo.com](mailto:rvvprasad89@yahoo.com)

## DECLARATION

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

**Place: Veeravasaram**

**Date: 16<sup>th</sup> July 2013**



**Veera Rajanala**