

# Alvin Benny

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## SUMMARY

A passionate Operation Assistant with more than 10 months of experience working with leading IT Consultancy in the Dubai. Specialties include Operational Planning, Data Management, Scheduling, Customer of Service, Data Quality Checking and Fixed Asset Management.

## WORK EXPERIENCE

**Iron Mountain Consultancy | Dubai, United Arab Emirates**

**August 2023 - Present**

### ***Operation Assistant – Fixed Asset Management***

- Managing a diverse inventory of assets including machinery, computer, electronic, lab equipment and furniture under various projects.
- Designed and Implemented data quality checking protocols to identify and rectify inconsistencies and errors in asset databases, ensuring data accuracy for reporting and auditing purposes.
- Planned daily working schedules based on job priority, customer commitments, and resource availability.
- Utilized systems to efficiently manage project assets, ensuring data quality checking were updated with service process information in real-time to track progress.
- Developed best data cleaning practices, resulting in a 35% reduction in errors and a more efficient data processing workflow.
- Managed staff, transport, and material resources with maximum efficiency to minimize costs, optimize utilization, and improve productivity.
- Collaborating cross-functionally to plan, execute asset tagging and enhancing asset quality to extend the lifespan of critical assets driving better data maintenance strategies.

**Hedge Equities | Kochi, India**

**April 2022 – June 2022**

### ***Junior Research Analyst - Intern***

- Assisted in analyzing and interpreting financial data to support revenue analysis and forecasting.
- Conducted research on market trends and competitive analysis to identify revenue growth opportunities.
- Prepared reports and presentations summarizing financial performance and key insights.
- Assisted in the preparation of annual budgets and financial forecasts.
- Assisted in the implementation and maintenance of financial systems and tools.

## **EDUCATION**

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<b>MA in Econometrics/Economics</b>	<b>2020 – 2022</b>
Mahatma Gandhi University	Kerala, India
<ul style="list-style-type: none"><li>• CGPA: 4.49/5</li><li>• Secured 3<sup>rd</sup> rank at university level</li></ul>	
<b>BA in Economics</b>	<b>2017 – 2020</b>
Mahatma Gandhi University	Kerala, India
<ul style="list-style-type: none"><li>• CGPA: 3.5/5</li></ul>	

## **PERSONAL SKILLS**

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- Attention to detail
- Strong Communication & presentation skills
- Ability to work independently
- Able to work under pressure
- Effective pitching

## **IT SKILLS**

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**Word Processors:** MS-Word

**Spreadsheets:** MS-Excel (V-lookup, Index, Match, Power Query, Macros), Google Sheets

**Graphics:** MS PowerPoint

**Typing Speed:** 45-55 wpm

**Data Visualization:** Power Bi, Tableau, Python, R programming, Gretl

## **CERTIFICATION**

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Google data analyst certificate

Tableau training

## **PROJECTS**

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Financial Modeling

Predictive Analysis

## **PASSPORT & VISA DETAILS**

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**Passport No:** V7935293

**Place of Issue:** Trivandrum, India

**Visa Status:** Residence Visa

## **LANGUAGES**

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English

Hindi

Tamil

Malayalam (Native)