KUNAL NARESH PAWAR

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OBJECTIVE

To seek a position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

EXPERIENCE

May 2024 - Sep 2024	**DSV Solutions (ADNOC Logistics), Abu Dhabi, UAE** Data Entry & Logistics Assistant ● Providing count for each product along with measurements and weigh either written in the Inventory sheet or entering in Microsoft Excel. ● Checking the damages of the product and reporting it to the supervisor. ● Collaborating with team members to meet daily productivity and targets. ● Accurately pick, pack and prepare orders for delivery based on customer preferences.
June 2023 - Sept 2023	**eMudhra, Dubai, UAE** Website Tester ● Tested all developed websites for functionality and efficiency from an end-user perspective. ● Documented all issues with links and clunkiness and made recommendations for changes. ● Analyzed issues and provided feedback to development team.
Aug 2022 - Sept 2022	**Flyjac Logistics, Tamil Nadu, India** Data Entry Operator (Intern) ● Entering the invoices sent by the respective department thorugh a software known as Blue Jay. ● After entering, the invoice gets an e - signature. ● The documents gets uploaded in the Government website so that the Government will provide an Airway Bill Number. ● After recieving the Airway Bill No., The number will get copied and paste it in the software. ● After the completion, we send a email to the respected department.
Jan 2021 - Feb 2021	**Medeor Hospital, Abu Dhabi, UAE** Data Entry Operator (Intern) ● Retrieved data from various sources and entered it into databases, ensuring accuracy and completeness of data and improving data quality. ● Updated existing records with new data, ensuring that databases were up-to-date and accurate, resulting in improved organizational performance. ● Maintained confidentiality of sensitive data and followed data entry procedures and standards, ensuring compliance with regulatory requirements and protecting sensitive information.

EDUCATION

2022	**Hindustan Institute of Technology and Science, Chennai, Tamil Nadu** Bachelor of Business Administration (Aviation Management) 7.9
2024	**SRM University (Distance), Chennai, Tamil Nadu** Master of Business Administration (HR) Studying

CERTIFICATION COURSE

- BFSI (Banking, Financial, Services and Insurance)
  Tech Mahindra Foundation
- SAP S4 HANA (Material Managemnt)
  Time Training Center
- ADNOC Onshore Induction and HSE
  ADNOC Training Acadamy

SKILLS

- Microsoft Office
- Airport Management
- Logistics
- Customer Service
- Data Entry

PERSONAL STRENGTHS

- • I am a hardworking individual.
  • I am a quick learner and self motivated.
  • I am a problem solver.

LANGUAGES

- English
- Tamil
- Hindi
- Malayalam
- Arabic

PERSONAL DETAILS

- Date of Birth : 19th June 2001
- Marital Status : Single
- Nationality : Indian
- Passport : N7029650
- Driving Licence : 2965324

DECLARATION

- I hereby declare that the above mentioned informatien is correct up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

  Date:
  Place: Abu Dhabi, UAE