



VIJAY KUMAR KANTHI

Sharjah - UAE

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OBJECTIVE:

I look forward to work with an organization which offers a challenging opportunity to enhance my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential.

EDUCATIONAL BACKGROUND

Diploma in Accounting Package

SCIE Computer Education

2014

WORK SUMMARY

**GULF DYNAMIC SERVICES LLC /
LABTEC INTERIORS LLC**

Project Coordinator
(January 2015 – November 2019)

**KARVY KEEP GROWING
COMPANY, Hyderabad, India.**

Data Entry Clerk
(June 2013 – May 2014)

SUMMARY OF QUALIFICATIONS

- With above average communication skills both oral and written
- Well versed on Windows and Microsoft Office Applications (Outlook, Word, and Excel)
- Has keen eye to details
- Responsible and accountable for action taken
- Able to adjust in all working conditions and willing to undergo training
- Flexible in handling different job responsibilities

PERSONAL INFORMATION

Birth Date : June 23, 1994
Marital Status : Single
Sex : Male
Age : 25 years old
Nationality : Indian
UAE Driving License: 3638379
Visit visa : Valid up to 31/03/2020

WORK EXPERIENCE

**LABTEC INTERIORS LLC. Dubai, UAE/ GULF DYNAMIC
SERVICES LLC. Sharjah, UAE.**

Project Coordinator (January 2015 – November 2019)

- Under the direction of the Project Manager coordinate activities, equipment and information for assigned projects.
- Through discovery meetings, liaise with clients to identify & define project requirements, scope and objectives.
- Preparation of the project proposals, timeframes and schedules.
- Create and manage project and department reports including performance metrics.
- Manage calendars, respond to email and phone messages
- Coordinate meetings
- Prepare Correspondence and Minutes of Meeting
- Schedule and/or Arrange Meetings; organize office Activities.
- Monitor and track project progress and handle any issues that arise escalate to the Project Manager as required.
- Conducting regular team meetings, project reviews and maintain project status adequately to all stakeholders.
- Preparing of necessary arrangements including documentation for site works.
- Coordinating with Sub Contractors for the certificates for the project and submitting them to the Consultant.
- Obtain approval for leave requests.
- Monitor leave balances.

KARVY KEEP GROWING COMPANY, Hyderabad, India.

Data Entry Clerk / Time Keeper (June 2013 – May 2014)

- Answer calls and/or reply to email or message
- Enter time data in the system and submit it for approval by the specified due date.
- Review the finger print data sheet as per the job reports received from the site supervisors before submitting it for the further approvals.
- Maintain and Manage Office Files and all administrative works