

PRADEEP P

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Permanent Address: - KARTHIKA, PEZHUKONAM

EZHUKONE P.O, EZHUKONE, KOLLAM DISTRICT

KERALA-691505, INDIA



CAREER OBJECTIVE

A Customer Service / Office Administration position utilizing extensive professional experience.

SKILLS AND ABILITIES

- Administrative and Data Entry
- Strong written and verbal communication skills.
- Computers and Software: Word, Excel
- Cleaning supervisor cum forman

EMPLOYMENT EXPERIENCE

Oman Oil Company Exploration & Production LLC - Muscat, Oman
Administrative Assistant & Maintenance Supervisor, 2008-2018

Assisted Oman Oil Company Employees through an accurate assessment of their needs. Performed comprehensive supervision of Admin Assisting staff. Managed, accounts, inventory/ purchasing requirements of Admin Department. Managed the Inbound-Outbound Logistics through different sites.
Handled product orders with attention to detail.

- Quickly attained responsible track record / diligently earn management status.
- Entrusted by senior executives to complete all administrative responsibilities.
- Coordinated complex schedules for works, compiled monthly reports.
- Qatar foundation LLC, maintenance supervisor at driving 2018 to 2021

Vijayalaxmi Cashew Company - Kollam, India

Cashew Process Manager,

Provided Support/Manage in Processing Cashew in Cashew Factory.

- Practiced safe storage and transport of Raw Cashew Nuts.
- Maintained Accounts of Stock, Import-Export Transits.

Indian Army

Have done 2 years of service in the Indian army as a Havildar .

EDUCATION

University of Kerala, PreDegree (1996-1999)

- Malayalam & Economics

AWARDS

- 2017 Best Performance Award from Oman Oil Company Exploration & Production LLC
- 2014 Best Performance Award from Oman Oil Company Exploration & Production LLC

CERTIFICATIONS

- 2017 Occupational Safety (Fire Warden & Lift Safety)

PERSONAL DETAILS

- Date of Birth: 31/12/1979
- Passport Number & Validity: **V1922672** & 27/07/2031
- Driving License OMAN(GCC): **77539803** Validity 07/07/2025
- Driving License Qatar (GCC):**27935650852** validity :12/11/2023
- Driving License India :**C 3881105** Validity 30/12/2029
- Languages Known: **English, Arabic, Hindi, Tamil & Malayalam**

DECLARATION

I do hereby declare that all the statements made above are true and perfect to the best of my knowledge and belief.

Pradeep P

