

CURRICULUM VIATE



Abbasi A petrolwala

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Career Summary:

Having more than 9 Years' Experience of Senior Document controller Manager in Kuwait. During this period, I have vast experience in documentation. I had also involved in preparation of sub-contractor agreements, also all site and contractual correspondence as well as preparation of monthly payment of sub-contractor and project close out documents, etc.

Work Experience:

Sinohydro Corporation Limited-Kuwait University project / College of Business and College for Women Sabah Al-Salem University City.

Senior Document Controller Post.....February 2014 Up to date at COBW and 5AB Project, Kuwait University

Executive Secretary Post.....February 2014 Up to date at COBW and 5AB Project, Kuwait University

Mahindra Home Finance

Customer Manager Post..... October 2013 to January 2014.

Responsibilities include:

- Prepare and manage correspondence, reports and documents
- Implement and maintain office systems
- Organize external events
- Set up and maintain filing systems
- Set up work procedures
- Collate information
- Maintain databases

- Coordinate the flow of information both internally and externally
- Operate office equipment
- Handling all my staff
- Communicate verbally and in writing to answer inquiries and provide information
- Take type and distribute minutes of meetings
- Using PCM for (OT, SD, MD, SM Uploading WIR etc.)
- Updating Logs

Customer Manager for Mahindra Home Finance

Responsibilities include:

- Motivation to my staff
- Handle to all my team member.
- Arrange road show and different types of activates and develop the business.
- Collect the information to the customer and solve the problem as soon as possible.

Education background:

Sr. No.	Course Name & specialization	College / School Name	Name Of University/ Board	Percentage	Year Of Passing
1	MBA marketing	B I M S	S.M.U	60%	Aug. 2013
2	B.com Accounting	Faculty of commerce	MSU/Baroda	45%	March 2011

Computer and Language Skills:

Computer Skills:

- Ms Office (Word, Excel, Power Point, Access)
- Presentation Skills
- Ms. Outlook
- Tally ERP 9
- PCM

Language Skills:

- English – Very Good
- Hindi – Excellent
- Arabic- Good

Special Skills:

- Ready to face challenges.
- Sincere, dynamic and hard-working.
- Ability to interact with all kinds of people.
- Typing Speed: 40 word per minute.

Personal Data:

- Date of Birth: 05/03/1991
- Place of Birth: Indian
- Marital Status: Married
- Nationality: Indian.
- Visa Status: 18-Trasnperable

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility of the above mentioned particulars.