

MD MASOOM PRAWAJ

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At- Deoria kalan, Po- Garri kalan, PS- Keredari, Dist- Hazaribagh, Jharkhand,
pin- 825311

PERSONAL PROFILE

Experienced in Accountancy/ Computer operator executive, scheduled meetings, handled all over managements departments. Computer skills including Microsoft Excel, MS Word, MS Power point and basic knowledge of Tally ERP9. Accustomed to long work hours.

CARRIER OBJECTIVE

Intend to built a remarkable career with leading corporate of competitive environment with committed and dedicated employees, which will help me to explore my technical skills and realize my potential.

PROFESSIONAL EXPERIENCE

➤ DANWAY ELECTRICAL & MECHANICAL ENGINEERING LLC. (Dubai) Office assistant and Site admin

An Office Assistant prepares documents and records and sends invoices for services or products rendered by company employees that have been approved by management. They handle cash transactions and perform other administrative duties as needed, such as making presentations about financial reports.

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining Document Control System.
- Ensuring all documents are as up to date as possible within electronic filing systems.

SITE ADMIN RESPONSIBILITY :-

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- General office management such as ordering stationary
- Performing data entry.

- Monitoring payments and preparing invoices and purchase orders.
- Tracking and processing timesheets.
- Maintaining records of inventory, infrastructure and equipment.
- Using software to manage staff rosters, leave and travel requirements.

➤ **AMAN SECURITY SYSTEM AND GUARD LLC. (Ras al Khaimah)**
Cheque collection and Supervisor

- Reviewing the company debtor list.
- Contacting customers and informing them of their overdue bills.
- Advising customers on their payment options and suggesting methods of payments.
- Negotiating suitable payment plans.
- Maintaining customer payment records

Supervisor duties on **Oversees the daily workflow, schedules, and assignments of security staff including security guards and desk clerks.** Prepares and conducts training for new hires and current staff including training on workplace searches, drug and alcohol procedures, and related safety and security topics.

➤ **DISCOVERY ONLINE SERVICE CENTER**
Data Entry /Computer Operator

Independently handled data sheet project, supervised data punching of customer feedback forms, and data processing as per MS Word/ MS Excel requirement. Coordinated with MS Office for queries regarding customer feedback forms.

EDUCATIONAL BACKGROUND

1. Msc IT in year 2022 from Aisect University Hazaribagh Jharkhand.
2. Bsc IT in year 2020 from Aisect University Hazaribagh Jharkhand.
3. Intermediate of science in year 2014 from Jharkhand Board.
4. Matriculation in year 2012 from Jharkhand Board.

COMPUTER PROFICIENCY

- ✓ Excellent in Document control
- ✓ Excellent in data entry operator, computer operator
- ✓ Excellent in social networks.
- ✓ Excellent in internet.
- ✓ MS Office:- MS Excel, MS Word and MS PowerPoint

ADDITIONAL EDUCATION

1. ADCA+
2. TALLY

STRENGTHS

- Excellent inter personal skill.
- Ambitious & Career-Oriented, Strives hard to attain perfection and excellence.
- Possess commendable leadership quality, exhibit high moral values, and tremendous empathy for need.
- Able to co-relate easily and efficiently with colleagues, juniors as well as senior person.
- Work under pressure.
- Self-motivated and group building with soft skill.

PERSONAL PROFILE

NAME : MD MASOOM PRAWAJ
DATE OF BIRTH : 21st October 1997
NATIONALITY : INDIA
MARITAL STATUS : Single
LANGUAGE PROFICIENCY : English, Hindi & Urdu

DECLARATION

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

Place : Deoria kalan

MD.MASOOM PRAWAJ