



BOINI PRASHANTH

CONTACT

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CAREER OBJECTIVE

To be a successful professional in a global respected company and to achieve the objectives of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

EDUCATION

- **OSMANIA UNIVERSITY-2018**
MBA FINANCE
- **SATHAVAHANA UNIVERSITY-2016**
BACHILOR's(B.COM)
- **BOARD OF INTERMEDIATE-2013**
INTERMEDIATE
- **Z.P.HIGH SCHOOL- 2011**
SSCC

WORK EXPERIENCE

Damran Marketing Management LLC, Abu Hail, UAE. **Document Controller**

- Handling intake, scanning, verification, and storing documents.
- Filing and archiving relevant documentation.
- Retrieving files for other employees and customers when needed.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.

Sony Tech mechanical engineering- Ras Al Khaimah, UAE **Data Entry Operator**

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials.
- Creating digital documents from paper or dictation.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Capturing data into digital databases and performing regular backups.

Ahmad Fruit Agencies, India

Supervisor

- Managing workflow and accounts.
- Preparing and managing team work schedules.
- Monitor fruit stock levels, delivery schedules, and product quality from different suppliers.
- Maintain stock levels for central fruit items and distribute products to other stores as and when required.

SKILLS

- Proficient in MS office applications especially in **MS-Excel & MS-Word.**
- Multitasking capabilities Leadership qualities and ability to work in a team.
- Adaptive flexible and committed to deadlines.
- Ability to learn quickly.
- Good communication skills.
- Highly motivated and eager to learn new things
- Discipline and Punctual

Name : Boini Prashanth
Father Name : Boini Ashalu
Date of Birth : 15-10-1995
Gender : Male
Marital Status : Married
Religion : Hindu
Nationality : Indian
Languages Known : English, Hindi, Telugu

PASSPORT DETAILS

Passport No. : P3050172
Date of Issue : 16-06-2016
Place of Issue : Hyderabad.

DECLARATION

I hereby declare that above mentioned information is true and correct to best of my Knowledge.