

## CURRICULUM VITAE

# PRAJIL KUMAR P

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### **CAREER PROFILE:**

#### **As Operation Coordinator**

5 years of experience in Operation and Accounts department always maintain excellent relationships. A good communicator who has successfully led and mentored people in achieving their goals. Capable of reasonable budget thinking ability and valid forecasts. I have worked Under Various Division, Project managers and department Heads.

#### **Area of Expertise**

- ✓ Opening of Job card (work permit), billing and cash receiving.
- ✓ Estimate preparation and customer interaction.
- ✓ Floor Management and Labour Schedule Updating.
- ✓ Assigning jobs to the concerned crew.
- ✓ Monitoring and control the team members allotted jobs.
- ✓ Technical support to technicians and coordinators.
- ✓ Taking trial run and quality report generation.
- ✓ Making bill payments.
- ✓ Keeping digital records.

#### **Duties & Responsibilities**

- Assisting with management of daily operational activities
- Managing office supplies and the maintenance of office equipment.
- Coordinating the proper allocation of human resources.
- Arranging and assisting with the onboarding of new employees.
- Assisting with project management by creating assignments, tracking progress, and resolving issues.
- Managing internal and external stakeholder relations.
- Managing budgets and preparing financial reports for senior management.
- Planning and organizing conferences, events, staff training, and employee engagement activities.
- Preparing and maintaining operations documents and report
- Performing administrative tasks, such as making travel arrangements, answering phones, scheduling meetings, etc.
- Responsible for coordinating with the existing dealers of the company.
- Arrange day to day schedules of GT operations.

## EXPERIENCE

- Currently working as Operation Coordinator in RONS ENVIRO CARE LLC.
- Worked as Operation Coordinator at ALHIND TOURS AND TRAVELS in Kerala.

## EDUCATIONAL QUALIFICATION

- M.COM FINANCE (Master of Commerce) with Kerala University.
- B.com (Bachelor of Commerce) with Kerala University
- Higher Secondary Education with Al-'Uthman Higher Secondary School in Kazhakuttom.

## PERSONAL PROFILE

Name	:	Prajil Kumar p
Nationality	:	Indian
Date of Birth	:	28.06.1990
Marital Status	:	Married
Language Spoken	:	English, Tamil, Malayalam & Hindi,And
Passport Number	:	T0795749
Passport expired	:	24.02.2031
Place of Issue	:	Dubai- UAE
Interest in	:	News & Sports

## COMPUTER PROFICIENCY

- MS OFFICE
- E-AUCTION
- SOFTWARE PURCHASE IN ONLINE
- SAP
- FINDING VENDORS WEB SITES
- PROCUMENT SOFTWARE
- CONTACTING WITH GLOBAL SUPPLIERS
- GETTING QUOTE IN ONLINE

## SKILLS

- COMMUNICATION SKILL
- CUSTOMER SERVICE
- DATA ENTRY
- ORGANIZATIONAL SKILLS
- SCHEDULING
- TIME MANAGEMENT