



CONTACT

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Email

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ADDRESS

Panutharayil

Ponnezha, Kurathikad P.o

Mavelikara – 7

Alapuzha District, Kerala
Indian

SKILLS

Microsoft Office 365

Pivotable

Word

Excel

PowerPoint

Outlook

Microsoft Teams

Keyboard typing 100%
Accuracy

IBM software MAXIMO

LANGUAGES KNOWN

English

Hindi

Tamil

Malayalam

REFERENCE

Upon Request

SREEJITH S.

CAREER OBJECTIVES

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role in an MNC where I can upgrade my skills with time and take the company to the next level.

EDUCATION

SSLC – NSS KURATHIKAD, Kerala, -March 2004

PLUS, TWO – BOYS Higher secondary kayamkullam Kerala- March 2006

PROFESSIONAL QUALIFICATION

Word processing and data entry

Broadcast processing outsourcing

PROFFESIONAL WORK EXPERIENCE

- 1.5 Year experience as a **Transaction Processor (BPO)**
In affiliated Computer Service, Tapasya Building, at Kochi Info Park. (Department Cigna Medical)
- 3.5 Year experience as a **Camp Boss** in Bhawan Engineering Company, Sultanate of Oman. Muscat
- April-27-2017 to july-11-2017 as a **Transaction Processor** (BPO) in Conduent Business Services India LLP at Kochi Info Park.
- Dec-17-2018 to Feb-14-2020 as a **Transaction Processor** (BPO) in Conduent Business Services India LLP at Info Park (Department Bank of America)
- 10-03-2020 to 15-12-2022 worked as an office staff in Team Thai, cochin.
- Since March 15, 2023, I have remained a **Property Specialist** with VECTRUS (under contract with KRH KuwaitV2X (US ARMY BASE CAMP).

DUTIES AND RESPONSIBILITIES

Conduent Business Services India LLP (Transaction processor associate)

- Broadcast processing outsourcing work US base work.
- Insurance and banking claim forms data entry
- Medical claims
- 100% Accuracy in keyboard skill alpha and numeric

Bhawan Engineering Company Oman (Camp Boss)

- Maintain of staff & worker camp **4500** people capacity
- Maintaining accurate record-keeping
- Maintain camp administration work.
- Maintain housekeeping & maintenance.
- I also maintained the daily man days of the employees who are having Breakfast, Lunch and Dinner.
- Providing accommodation to the employees who are arrival form vacation, mobilization, and demobilization of the employees.
- Take care of transportation with safety and Medical
- Carry out inspection of accommodations, rooms, janitorial services, cleaning standards, housekeeping standards, food storage areas, dining halls and kitchen with prepare report.
- Accident & incident report preparing etc.

Department of Defense-US ARMY Base Camp Kuwait (Property Specialist)

- Coordinates to ensure a 100% accountability of Government Property and Material are maintained in accordance with applicable Government regulations. Ensures proper receipt, documentation, processing and delivery of all supplies and property IAW applicable Army Regulation and POs and PIOPs.
- Receives and counts stock items, and records data using MAXIMO IBM software.
- Performs periodic and monthly 10 % inventories recording quantity of items available.
- Assists/leads in palletizing, sorting, and banding of parts and or materials for turn in to DLA as instructed by the PBO.
- Performs other duties as required.

PASSPORT DETAILS

Passport No: W3700713

Place of Issue: Kochi

Date of Issue: 10/08/2022

Date of Expiry: 09/08/2032

PERSONAL DETAILS

Date of Birth:30-05-1987

Sex: Male

Nationality: Indian

DECLARATION

I hereby promise to put my efforts in my job profile to gain him ultimate faith of superiors and for mutual development, if provided an opportunity.

I hereby declare that the above furnished information is true to the best of my knowledge.
and belief.

Place:

SREEJITH S.

Date: