

# CURRICULUM VITAE



Email : praventom@gmail.com

Phone: +971568251205

NAME	Praveen Thomas Abraham
CURRENT JOB	Concierge
DATE OF BIRTH	09.12.1991
SEX	Male
RELIGION	Christian
NATIONALITY	Indian
FATHER'S NAME	Abraham Thomas
MARITUL STATUS	Single
PROFESSION	B.E ,Civil Engineer
ADDRESS	RD-5,Plot No-3,3 <sup>rd</sup> Cross Street, South-side Portion, Rail Nagar, Kattankulathur, Kancheepuram Dist. Pin code:603203

## **ACADEMIC PARTICULARS**

Qualification	Institution	Year	Percentage
10 <sup>th</sup> STD	Little Jacky Matric. Higher Secondary School	2008	80%
12 <sup>th</sup> STD	JRK Matric. Higher Secondary School	2010	73%

## **PROFESSIONAL QUALIFICATION & REGISTRATION:**

<b>Qualification</b>	<b>Institution</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>Percentage</b>
B.E, Civil Engineering	ARS college of Engineering,Sattamangalam	Anna University	2014	63%

## **EXPERIENCE DETAILS**

<b>Period</b>	<b>Institution</b>	<b>Designation</b>	<b>Area of Work</b>
05/06/2014 - 31/10/2015 (1 year and 6 months)	Hallmark Infrastructure	Site Engineer	Quality Checking and Sales
26/08/2016 - 30/11/2017 (1 year and 3 months)	Imarques Solution, Chennai	Customer Support Executive	Air India Express Airlines International Support team
05/07/2018 – 01/03/2019 (7 Months)	Bank Bazaar.com	Customer Relationship Officer	Inbound Centre for Credit card, Loan, Insurance
16/07/2019 – Till Date	Emrill LLC	Concierge	Administration and Customer Service

## **COMMUNICATION**

- Escalate issues and identify trends.
- All emails from TL, Manager and onshore clients should be answered promptly without fail.

## **PRODUCTIVITY AND QUALITY TARGETS**

- Completed Audits with Quality and ensured that daily/ monthly production target is met as per the expectations.
- Ensured that Quality percentage is maintained for payment and procedural.

## **MAINTENANCE OF REPORTS**

- Reporting and Updating Daily Productivity trackers.
- Maintaining Quality and production excel.

## **ROLES AND RESPONSIBILITIES IN CIVIL ENGINEERING**

- Worked in Mivan Construction
- Quality checking
- Marking

## **KEY Skills**

- Hard working.
- Can manage the critical situations easily.
- Sound knowledge of medical terminology.
- Can handle the medical instruments.
- Excellent verbal, written and interpersonal communication skills
- Competent in writing and formatting of procedures and documents
- Proficient in computer applications such as, Microsoft Word, Excel, Access and Outlook (experience using Adobe Professional)
- Understanding of office procedures, including filing, record management and archiving documentation
- Strong analytical and problem-solving skills
- Ability to multi-task
- Proactive, demonstrates initiative and self-motivated
- Strong communication and organizational skills
- Ability to work autonomously or in a team environment
- Good physical and mental health.

## **KNOWLEDGE OF LANGUAGES:**

- English
- Hindi
- Malayalam
- Tamil

I hereby declare that the fore given information is correct & complete to best of my knowledge and belief.

Yours sincerely

**Praveen Thomas Abraham**

Place : Dubai , UAE

Date: