

CURRICULUM VITAE



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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 rd Cross Street, South-side Portion, Rail Nagar, Kattankulathur, Kancheepuram Dist. Pin code:603203

ACADEMIC PARTICULARS

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

PROFESSIONAL QUALIFICATION & REGISTRATION:

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

EXPERIENCE DETAILS

Period	Institution	Designation	Area of Work
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: