

Rahul Chandran
Document Controller / Secretary / Technical Assistant
Kuwait
Mobile: +965 66842276
E-mail: rahulchandran35@gmail.com



SYNOPSIS

- Dynamic professional with a varied exposure of more than **4.3 years** in Project Administration and **2 Years** in Marketing Field.

BRIEF SUMMARY OF PROFESSIONAL AND TECHNICAL SKILLS

- | | |
|--|--|
| <ul style="list-style-type: none">• Well Organized and Efficient• Document Control• Excellent Communication Skills | <ul style="list-style-type: none">• Knowledgeable about office procedure• Expert user of MS Office• Pleasant and friendly demeanor |
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PROFESSIONAL EXPERIENCE

M/s Arabi Eneritech KSC, Kuwait

Dec 2015 - Present

Technical Assistant

- Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department operations.
- Develop and maintain document control processes for the efficient management.
- Handling correspondence between Client and Company.
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and department.
- Take minutes of meeting and maintain records for the operations and project team.
- Generate project status reports on a daily and monthly basis.
- Support the project team in daily admin roles and assist to keep stock of stationary supplies for the department.
- Assist to check and verify staff claims and invoices for project team.
- Preparation of time sheets for employees and submit to payroll for processing salary and overtime
- Perform data entry, recording, printing and filing duties.
- Follow up with the finance department to make the payments to the suppliers.
- Ensures that executives and managers are provided with project updates.
- Effectively follow the company's standard operating procedures in submissions of documents.

M/s DDRC SRL

Jan 2013 to Nov 2015

Marketing Staff

- Visiting daily Clients and collecting specimen.
- Distribution of Reports and Payment Collection.
- Preparation of payment Receipt on daily basis.

EDUCATION

Bachelor of Science in Mathematics

University of Kerala, India 2012

INTERPERSONAL

- Knowledge of Business Principles
- Ability to Work Independency
- Knowledge of Information and Communication management
- Excellent team Building and Book keeping skills
- Detail Oriented; able to multi-task skills
- Great Attention to detail

COMPUTER SKILLS

Accounting packages, Windows & Office tools

Expert knowledge in MS Office (MS Word, Excel, Power point, Outlook), Internet and working knowledge in various accounting packages and excellent keyboard skills.

TRAINING UNDERGONE

Have Successfully Completed Training in C++, Xml, Java.

Simulation and Drafting: MS Office, Excel, Power Point.

Internet and E-mail Operation, Adobe Photoshop.

ACHIEVEMENTS

Involved Actively Blood donation camps and Community Services.

COMMUNICATION

- Preparing and Proofreading Reports and forms.
- Bilingual - English, Hindi, Malayalam & Tamil.

PERSONAL DETAILS

Profile : Male
Passport No. : K7257352
Date of Issue : 08/02/2013
Date of Expiry : 07/02/2023
Place of Issue : Cochin

Visa Status : Article 18 Transferable Visa
Date of Expiry : 31/08/2020
Current Location : Kuwait

Permanent Address: Lekshmi Vilasam
Gramam, Ennakkad P.O.
Distt. Alappuzha
KERALA : 689624
Tel: 0479 2321761

DECLARATION

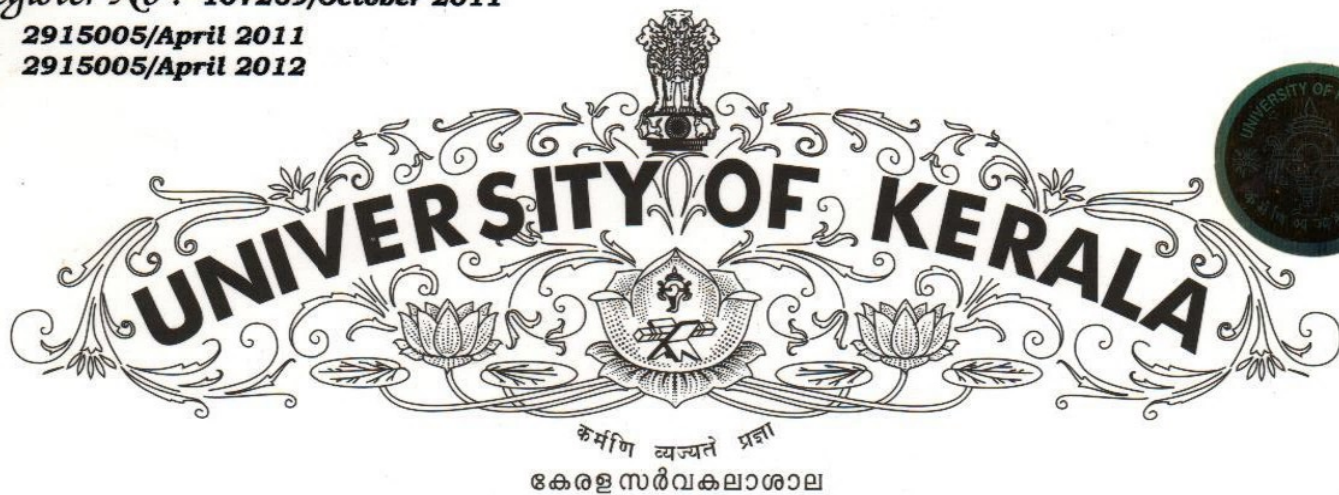
I hereby declare that all statements furnished above are true and correct to the best of my knowledge and belief.

Rahul Chandran

Register No : 107269/October 2011

2915005/April 2011

2915005/April 2012



FACULTY OF SCIENCE

The Senate of the University of Kerala hereby makes known that **Rahul Chandran** has been admitted to the Degree of Bachelor of Science, he having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed after passing the prescribed examinations, in the **Third** Class in Part I - English, in the **Third** Class in Part II - Second Language (**Hindi**) and in the **First** Class in Part III - Optional Subjects (**Mathematics Main Statistics and Physics Subsidiaries**) in **October 2011** , **April 2011 and April 2012** respectively.

Given under the seal of the University



University Buildings

Thiruvananthapuram July 15, 2013

Vice Chancellor

0296008



UNIVERSITY OF KERALA

Book No. **11**

Serial No. **42**

No. ED **1**



Thiruvananthapuram,
30 JUN 2012

Dated.....

MEMORANDUM

The following marks were awarded to Shri. / Smt. Rahul Chandran at the Final Year B. Sc. Degree Examination of April / October 2012.

Register Number

2915005

Second Year B. Sc. Improvement Marks.....

Subject	Marks awarded		
	In figures	In words	Maximum marks
Part III - Main Paper II			65

Subjects	Marks awarded		Minimum for a pass	Maximum marks
	In figures	In words		
PART III - OPTIONAL SUBJECTS				
a. <u>Mathematics</u> Main				
Written Examination	338			530/520
Internal Assessment	80			70/80
Total for Main	418	Four One Eight	210	600
b. Subsidiary Subjects				
1. <u>Statistics</u>	99	Nine Nine	70	200
2. <u>Physics</u>	116	One One Six	70	200
Total for Part III	633	Six Three Three	350	1000

Prepared by Asadaby

Checked by Asadaby

Section Officer [Signature]

[Signature]

CONTROLLER OF EXAMINATIONS

भारत गणराज्य REPUBLIC OF INDIA



सत्यमेव जयते

इसके द्वारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सभी से जिनका इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे धारक को बिना किसी रोक-टोक के स्वतंत्र रूप से आने-जाने दें, और उसे हर तरह की ऐसी सहायता और सुरक्षा प्रदान करें जिसकी उसे आवश्यकता हो।

THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE MAY STAND IN NEED.

भारत गणराज्य के राष्ट्रपति के आदेश से

BY ORDER OF THE PRESIDENT OF THE REPUBLIC OF INDIA



क्षेत्रीय पासपोर्ट अधिकारी
Regional Passport Officer
कांचन/Cochin

Passport details including photo, signature, and fields: राहुल/Type P, राष्ट्र कोड/ Country Code IND, राहुल/Passport No. K7257352, राहुल/Name CHANDRAN, भारतीय राष्ट्रता/ Given Name(s) RAHUL, भारतीय राष्ट्रता/ Place of Birth MAVELIKARA, KERALA, भारतीय राष्ट्रता/ Place of Issue COCHIN, जारी करने की तिथि/ Date of Issue 08/02/2013, समाप्त की तिथि/ Date of Expiry 07/02/2023, भारतीय राष्ट्रता/ Nationality INDIAN, लिंग/ Sex M, उमर/ Date of Birth 27/08/1992

पंजीकरण
विदेशों में रहने वाले भारतीय नागरिकों को सलाह दी जाती है कि वे निकटतम भारतीय मिशन/केन्द्र में अपना पंजीकरण करवाएं।

चेतावनी
यह पासपोर्ट भारत सरकार की सम्पत्ति है। इस पासपोर्ट के बारे में किसी पासपोर्ट अधिकारी से इसके धारक को यदि कोई सूचना मिलती है जिसमें पासपोर्ट लौटाने की मांग भी शामिल है तो उसका तुरंत अनुपालन किया जाए।

यह पासपोर्ट डाक द्वारा किसी भी देश से बाहर न भेजा जाए। यह पासपोर्ट धारक या उसके द्वारा प्राधिकृत व्यक्ति के कब्जे में ही होना चाहिए। इसमें किसी भी प्रकार का फेरबदल या विकृति नहीं की जानी चाहिए।

पासपोर्ट गुम हो जाने, चोरी हो जाने अथवा नष्ट हो जाने पर उसकी सूचना भारत में सबसे निकटतम पासपोर्ट अधिकारी को अथवा यदि पासपोर्ट धारक विदेश में है तो निकटतम भारतीय मिशन/केन्द्र और स्थानीय पुलिस को तत्काल दी जानी चाहिए। विस्तृत पृष्ठताछ के बाद ही डुप्लीकेट पासपोर्ट जारी किया जाएगा।

REGISTRATION

INDIAN CITIZENS RESIDENT ABROAD ARE ADVISED TO REGISTER THEMSELVES AT THE NEAREST INDIAN MISSION/POST.

CAUTION

THIS PASSPORT IS THE PROPERTY OF THE GOVERNMENT OF INDIA. ANY COMMUNICATION RECEIVED BY THE HOLDER FROM A PASSPORT AUTHORITY REGARDING THIS PASSPORT, INCLUDING DEMAND FOR ITS SURRENDER, SHOULD BE COMPLIED WITH IMMEDIATELY.

THIS PASSPORT SHOULD NOT BE SENT OUT OF ANY COUNTRY BY POST. THIS SHOULD BE IN THE CUSTODY EITHER OF THE HOLDER OR OF A PERSON AUTHORISED BY THE HOLDER. IT MUST NOT BE ALTERED OR MUTILATED IN ANY WAY.

LOSS, THEFT OR DESTRUCTION OF THIS PASSPORT SHOULD BE IMMEDIATELY REPORTED TO THE NEAREST PASSPORT AUTHORITY IN INDIA OR IF THE HOLDER IS ABROAD, TO THE NEAREST INDIAN MISSION/POST AND TO THE LOCAL POLICE. ONLY AFTER EXHAUSTIVE ENQUIRIES SHALL A DUPLICATE PASSPORT BE ISSUED.

Barcode K7257352, पिता / कायदा अभिभावक का नाम / Name of Father / Legal Guardian RAMACHANDRAN PILLAI, माता का नाम / Name of Mother RADHAMANI, पति या पत्नी का नाम / Name of Spouse, पता / Address LEKSHMI VILASAM, GRAMAM ENNAKKAD PO, ALAPPUZHA, PIN: 689624, KERALA, INDIA, फाइल नं. / File No. C01061775475113