

DEVENDRA KUMAR SINGH

Bachelor of Arts (English)

SUMMARY

Motivated and detail-oriented project coordinator with a Bachelor's degree in Arts and 12+ years of industry experience. Highly skilled in time management and verbal communication, passionate about helping project managers execute tasks with excellence. Progressive mindset, capable of multitasking, focus on detail, and result-oriented. Highly efficient in Microsoft Office, digital communication. Independent, self-motivated, and quick learner seeking employment.

EXPERIENCE



Project Coordinator [ARAMCO-OSS]

SRACO COMPANY Dec 2018 – Present

- Prepare time sheets for all employees working in the Project.
- Process iqama renewal of project employees along their visa & air fare ticket.
- Managing all the documents and records of the project employees.
- Initiate new Aramco ID and sticker request in SAP system.
- Manage and initiate Invoices and new material request by Oracle.
- Update monthly roster for the project.
- Prepare weekly report and coordinates with the department for schedule of activities.
- Prepare and issue correspondences across the department.
- Managing and obtaining the departmental database of maintenance records.
- Handling queries and performs general reception functions.
- Provide assistance to all department required our services.
- Processing of gate pass for personnel and equipment respectively.
- Perform other duties and responsibilities that maybe assign by my manager from time to time.



Human Resource Coordinator

CONCENTRIX. Vadodara, INDIA November 2017 – November 2018

- Communicate with customer and understand their concerns and queries and provide immediate resolution on the issue.
- Involved in the development and advancement opportunities of professional service roles.
- Composing business correspondence, maintaining outlook / calendar, typing memos/letters and generates various reports.
- Keep up-to-date product / process knowledge.
- Attend TTT conducted by clients.
- Adherence to training guidelines and documents
- Establish and maintain relationships with co-workers to stay abreast of current and future business needs.

CONTACTS

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☎ +966-546576408

Dammam, KSA.

Linkedin.com/in/devendra-singh-3599a8242

SKILLS

- Presentation & Public speaking
- Strategy Development
- Report Generation
- Proficiency in spreadsheets
- Time management
- Proactive worker
- Written and verbal communication

LANGUAGES

English

Hindi / Gujarati

Arabic

EDUCATION

Bachelor of Arts

University of Kanpur
July 2004 – June 2007

Intermediate

U. P. Board
July 2002 – June 2004

High School

U. P. Board
July 1999 – June 2001

CERTIFICATION

Diploma in Computer Application

INTREST AREAS

- Financial Planning
- Project Management
- Movies & Music
- Reading business and self-help books
- Social & Professional networking
- Customer Service

PERSONAL DETAILS

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|----------------|----------------------------|
| Father's Name | Mr. Ramshanker Singh |
| Date of Birth | 05 th MAR, 1985 |
| Gender | Male |
| Passport # | S6116500 |
| Valid till | July 2028 |
| Marital Status | Married |
| Religion | Hindu |
| Nationality | INDIAN |



Document Controller

Office Beacon Vadodara, India June 2013 – October 2017

- Handling administrative requests and queries from senior managers
- Organizing and scheduling appointments with admin software
- Planning meetings and taking detailed minutes
- Purchasing office supplies and maintaining a clean and safe office environment
- Supporting staff in assigned project based work and other duties as assigned
- Assist with basic administrative and clerical duties to support the team
- Assist all members of the team on special projects as needed



Office Clerk

Satya Sai Shankar Inter College, Barabanki, India June 2010 – May 2013

- Answer phone calls, and emails, provide information, and take and relay messages.
 - Sort and deliver incoming mail and ensure that the correct recipient receives the right document/letter.
 - Schedule appointments for office staff and provide them with reminders and follow-ups.
 - Respond to written and verbal inquiries from students regarding college admission procedures, admission tests, and results.
 - Type and format correspondence such as letters, memos, and reports.
 - Use office equipment such as photocopiers and printers to print and copy important documents.
 - Maintain paper and electronic records such as staff and student information.
 - Ensure that all staff and student information is kept confidential.
 - Prepare travel vouchers for students and staff embarking on college trips.
 - Perform data entry duties such as punching student and staff information in school databases.
 - Maintain knowledge of office supplies and materials and coordinate with suppliers and vendors when they run out.
 - Prepare meeting agendas and take and record minutes of the meeting.
 - Coordinate repair and maintenance of office equipment.
 - Assist accounts managers in preparing documents such as tax returns and expense reports.
 - Help students in filling out admission forms and answer their questions.
 - Sort and file admission forms alphabetically and provide students with information on test dates and results.
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