

# CURRICULUM VITAE

AKHAND PRATAP SINGH

Mobile Number: +91-8384054590

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## Objective

Company willing to work in such an organization where I could utilize my skill and views to lead the company on the path of success.

## Personal Details

- Date of Birth : 03-07-1992
- Nationality : Indian
- Marital status : Married
- Father Name : Sri. Amla Singh
- Place of Birth : Vill- Bhitha urf Bankata, Po- Bhatani, Disst- Deoria. State-UP-India

## Passport & Visa Details

- Passport Number : T 0891327
- Old Passport No. : J3322741
- Date of Expiry : 25-07-2030
- Place of Issue : Dubai
- Date of Visa Expiry : 02/10/2021

## Educational Qualifications:

- 10<sup>th</sup> Class passed -Nawyuwak H.S.S – Puraina. Deoria-UP
- 12<sup>th</sup> Class Passed –Nem Dhari I C – Baragaon-Ballia-UP

## Languages Proficiency:

- English : Good written and speaking.
- Hindi : Good written and speaking.

## Experience

### **Store Keeper Assistant**

**(02-10-2007-TO-30-09-2013)**

- 05 Years' working experience in M/s. Pearl Global industrial Private Limited, Udyog Vihar Gurgaon- India in various positions like Store Keeper assistant.

### **Time Keeper Assistant**

**(02-10-2013-TO-27-10-2020)**

- 07 Years' working experience in M/s. Arabtec Construction L.L.C, Dubai-UAE in various positions like Timekeeper assistant.

## Responsibilities Time Keeper:

- Receiving daily time sheet from supervisors and Foreman's.
- Making general report (Daily, Weekly Manpower report, Employee absent report and main hour's summary.
- Posting of daily time sheet in track.
- Arranging staff and labor.
- Using and working in oracle.
- Preparing staff, labor joining and staff attendance report.
- Coordinate with HR & Payroll department regarding different queries.
- Maintaining files for time keeping records (Sick/Annual leave, joining, resignations, terminations, transfer etc.)
- Filling the documents related to the employees.
- Maintaining the time card of the company employees.
- Controlling the in & out flow of Manpower.
- Solving the quarry related to employee's salary.
- Computes total time worked by employees, post time worked to master time sheet and routes time sheet to payroll department.
- Coordination with site management if required any facilities for labor.
- Allocation / Transfer employees as per the project/head office requirement.
- Maintaining accurate time keeping and administrative records.
- Resolving managing queries and complaints courteously and efficiently.
- Organizing business travels and accommodation for managers. Manage travel and expense reports.
- Typing documents and distributing, processing, filling of all documents.
- Schedule and coordinate meetings and appointments.

## Strengths & Competencies:

- Ability to work under pressure & work as team.
- Good Leadership and Administration Skills.
- Excellent analytical and mathematical skills.
- Good written and Oral Communication Skills.
- Ability to travel if needed.
- Modest, hardworking & practical.
- Self – motivated and able to independently.
- Regularly produces accurate, thorough & professional work to achieve the company's objectives.
- Diligent and orderly worker, good sociable character.
- Ability to work diverse groups of people.

## About My Self:

I am a sharp and hardworking can complete a task within stipulated period and I am interested in creating an Eco- friendly environment.

To associate with a growth-oriented organization that provides me an opportunity to enhance my technical skills and expertise as I work towards utilizing my knowledge and skills to the benefit of the organization and to experience a holistic development of my personality.

## Declaration:

I hereby declare that the above - mentioned particulars are true to of my knowledge & belief.

Applicant

**Akhand Pratap Singh**



أرابتك للإنشاءات ذ.م.م.  
Arabtec Construction L.L.C.

Ref: 2020/HR/EM/EL/MF/15102  
Date: 9 November 2020

## Experience Certificate

### To Whom it May Concern

This is to certify that Mr. Akhand Pratap Singh Amala, employment number 83354 and holder of India passport number J 3322741, was employed by Arabtec Construction LLC from 02/11/2013 to 27/10/2020. His last job title with the company was Timekeeper Assistant

We take this opportunity of wishing him all success in his future career.

This certificate is issued upon his request.

For Arabtec Construction (L.L.C)

Iman Al Marzouqi  
Group HR & Admin Director



Note:

Approved Electronic Document.

This Certificate is not valid if it is altered in way





## COVID VACCINATION DETAILS:-



Ministry of Health & Family Welfare  
Government of India

### Certificate for COVID-19 Vaccination

Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID 63902371757

#### Beneficiary Details

Beneficiary Name / लाभार्थी का नाम	Akhand Singh
Age / उम्र	29
Gender / लिंग	Male
ID Verified / पहचान पत्र सत्यापित	Aadhaar # XXXXXXXX9278
Unique Health ID (UHID)	
Beneficiary Reference ID	26221793447960
Vaccination Status / टीकाकरण की स्थिति	Fully Vaccinated (2 Doses)

#### Vaccination Details

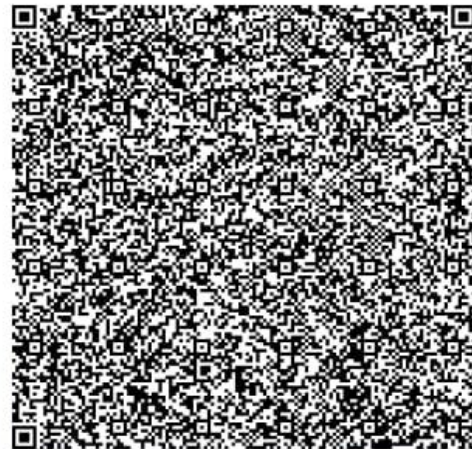
Vaccine Name / वैक्सीन का नाम	COVISHIELD
Vaccine Type / टीका का प्रकार	COVID-19 vaccine, non-replicating viral vector
Manufacturer / उत्पादक	Serum Institute of India Pvt. Ltd.
Dose Number / खुराक की संख्या	1/2 2/2
Date of Dose / खुराक की तारीख	17 Aug 2021 12 Nov 2021
Batch Number / बैच संख्या	4121Z150 4121MC111
Vaccinated By / टीका लगाने वाले का नाम	Harbati
Vaccination At / टीकाकरण का स्थान	MC PRIMARYSCHOOL NO 1 110037 2, South West Delhi, Delhi



In case of any adverse events, kindly contact the nearest Public Health Center/ Healthcare Worker/District Immunization Officer/State Helpline No. 1075

टीकाकरण परचात किसी प्रतिकूल घटना के होने पर नजदीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें

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Winning Over COVID



This certificate can be verified by scanning the QR code at <http://verify.cowin.gov.in>