

## Curriculum Vita

### PRAVEEN

Doha, Qatar

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### OBJECTIVES

I am seeking a position in the field that commensurate with my qualifications and experience to develop my aptitude and enhance the organization's objectives. A young achiever, who is focused on achieving a high standard in task undertaken, also interested in developing myself in every angle and always opened to learning new things.

### PROFILE AT A GLANCE

- Experienced executive possessing good Total Team Management skills.
- Pro-active team worker capable of working on own initiative.
- Having pleasing personality and very good interpersonal skills.
- Capable of adapting to new environment and grasp work quickly.
- Having a good experience in Printing and Auto Card Printing Section.

### EDUCATION AND RELEVANT COURSEWORK COMPLETED

- **Higher Secondary School Education (Plus Two)**  
Kerala, India

### COMPUTER SKILLS

- **Hardware & Networking (BASIC)**
- **in MS-Office, MS – Excell, Power Point**

### CAREER HISTORY IN INDIA

Period	:	5 Years
Position	:	Salesman
Company	:	Begoor Readymades Thrissur,Kerala ,India
	:	6 Months , Salesman & Cashier Everyday Bakes Thrissur,Kerala,India

### CAREER HISTORY IN QATAR

Period	:	January 2016 – present
Position	:	Salesman, Cashier
Company	:	<b>Al Hadrem Business Service Centre</b>

### **Job Responsibilities:**

- Arrange pages so that materials can be printed
- Operate laser plate-making equipment that converts electronic data to plates
- Review job orders to determine quantities to be printed, paper specifications, colours, and special printing instructions.
- Feed paper through press cylinders and adjust equipment controls.
- Collect and inspect random samples during print runs to identify any needed adjustments.
- Bind new books, using hand tools such as bone folders, knives, hammers, or brass binding tools.
- Cut material to specified dimensions, fitting and gluing material to binder boards by hand or machine.
- Compress sewed or glued sets of page, called 'signatures', using hand presses or smashing machines.

### **LANGUAGES**

- Malayalam
- English
- Hindi

### **Personal Details**

➤ Sex	:	Male
➤ Date of Birth	:	22/12/1992
➤ Nationality	:	Indian
➤ Passport No	:	X 9065701
➤ Marital Status	:	Married
➤ Residential Stats	:	Qatar RP Holder – (Transferable)
➤ QID No	:	29235617186

### **References**

Available upon request.

*I hereby declare that all information furnished above is true to the best of my knowledge and belief*

**PRAVEEN**