**KANKARLA NILAKANTHA PATRO**



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**IND Mob: +91-9861071108**

**Present Address: Kuwait**

**E-mail:** [**nilakanthapatro@gmail.com**](mailto:nilakanthapatro@gmail.com)

**Skype:** [**nilakantapatro@outlook.com**](mailto:nilakantapatro@outlook.com)

**Total Experience: 12 Years**

***Carrier Objective:***

I am seeking a position where I can work in a challenging environment and gain experience in working as skilled qualified professional Administrator with proven track record of maintaining documents as per established procedure and guideline of the organization and able to success company’s vision and meet the goals.

Document control is a vital part of the management performing the various functions with the coordination of different departments.

**Post applied for : Project Administrator, Document Controller,**

**Executive Secretary, Admin Assistant, Coordinator,**

**Operation Manager,**

***Areas of Expertise / Core Skills***

* Document Control Management, Coordinator, Administration, Executive Secretary.
* Office Protocols & Procedures
* Data entry, Office IT skills.
* M.S Office.
* Track Record of Handling All Kind of Official Documents Dealings
* Controlling all documents Hard and Soft Copies
* Ability to Work under Pressure, Time Management
* Excellent Technical Proficiency
* Effective Communication Skills
* Eagerness to constantly learn and improve
* Friendly, polite, and courteous to others
* Team Leadership & support
* Doing Administrative and clerical tasks
* Maintaining folders on servers
* Arranging meetings, Appointments
* Made travel arrangements for Executives and updated them
* Kept online filling system updated as needed

***Type of Project Worked On:***

* Al Khairan Shopping Mall- TSC. Co
* Oil & Gas - KOC - (LFHO)

***STRENGTHS***

* Quick Response, Self-Motivated, Honesty, Hardworking, High level of Grasping power, organizing skills, Positive thinking, Flexible & Adaptable, Learning ability
* Time to time follow up with each job assigned by the management
* Ability to work under pressure and accurate
* Good in time management
* Communication, Controlling, Organizing, Planning, and Quality.

***IT SKILL***

* Ms. Office 2003, 2007, 2010, Ms. Word, Ms. Excel, PowerPoint, Internet.

***HOBBIES***

* Listening to Music, Watching Movies, Making New Friends.

***Duties and Responsibilities:***

* Maintaining a tracking facility to enable documents to be updated easily.
* Scanning in all relevant new documents.
* Checking dispatch documents are accurate.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Provide advice on procedures of issue and methods in accessing the system.
* Ensuring all documents are as up to date as possible within electronic filing systems.

***Work Experience:***

* **Jan’2017 – Till Date ALGHANIM INTERNATIONAL GENERAL TRADING & CONTRACTING.CO. W.L. L Document Controller - (QC Administration)**
* **May’2016 – Nov’2016 KARVY COMMODITIES LTD – Senior Relationship Manager**
* **May’2014 – Apr’2016 GEOJIT BNP PARIBAS FINANCIAL SERVICES LTD – Relationship Manager**
* **Mar’2010 – Apr’2014 INDIA INFOLINE LTD**, - **Relationship Manager**

***EDUCATIONAL QUALIFICATION***

* B.COM From St. Peter’s University Chennai, 2012 (Tamilnadu)
* C.H.S. E from S.B. Science College Berhampur, 2009 (Odisha)
* H.S.E from S L.N.M.M High School Berhampur, 2007 (Odisha)



**Please refer annexure for more details**

**Annexure**

1. **Company :**  **M/s Alghanim International General Trading & Contracting Co. W.L.L, Kuwait.**

Designation: Document Controller

Joining Date: 29th Jan 2017 – Till Date

**Roles and Responsibility**

* Making of Civil Department WIR” s
* Maintain Every Time Department log’s
* Good Relationship with sub-contractor’s
* Making of Mechanical Department RFI” s
* Verifying All Hydro Testing Documents.
* On Time Consult with PMC And QC Department which documents is needed for process the work.
* Handling of Hydro Test Packages.
* Updating Inspection Test Records (ITR” s)
* Follow Up with **PETROPCS** Dept.
* Maintaining of Time Sheets of My Site Workers.
* Handling All kind of Admin and Back Office Operational Related Works.
* Communicates with Team Members, Engineers, And Construction Manager Suggest Idea for Growth.

1. **Company : KARVY COMMODITIES LTD**



**Roles and Responsibility**

* Maintaining Operation Works In office Time.
* Make Daily meeting for Down line Employees
* Ability to train several employees effectively as well as Team Handling also.
* Make monthly and yearly Business plan to achieve Targets.
* On time Collection of Debit clients Cheques.



1. **Company : GEOJIT BNP PARIBAS FINANCIAL SERVICES LTD**

**Role and Responsibility**

* Sales - Equity, Commodity Insurance & Mutual Funds. And Banking Products.
* Others - Maintain all statutory and business controls for branch process and complies with code of conduct. Conduct Investor Meet. Track competition and communicates to BM/RM/TM /AVP suggest idea for business growth.
* Can guide clients for their investments in various sectors.
* Handling of Branch Accordingly.

1. **Company**  : **INDIA INFOLINE LTD**



**Role and Responsibility**

* Opening of Demat Account Equity, Commodity & Currency
* Real time risk monitoring online.
* MIS preparation for all risk clients before market and after market and monitoring according.
* Handling ageing client’s funds collection. Guide to Franchisee accordingly.
* Business Plans Formulating business plans strategies for maximizing profitability.
* Handling Backend process of the Branch.

***Professional Summary:***

* Worked with India Infoline Ltd, Geojit BNP Paribas, Karvy Stock Broking.
* Dealing with Clients, Risk Management, Back Office Operations, Administration Works.
* Maintaining good relationship with clients.
* Ability to train several employees effectively.
* Ability to work well in both a team environment and individual environment.
* Capable to manage time.
* Can guide clients for their investments in various sectors.
* Attend to Investment Management client’s telephone and e-mail inquiries in a professional manner.
* Service and maintain existing clients to exceed customer satisfaction targets.
* Contribute to the development of new investment products and services by identifying new opportunities through encouraging client feedback and listening to client comments.
* Handle all matters relating to maintaining up-to-date records, including filing, client documentation, presentations, updating MIS, updating key performance targets etc.
* Assist the sales team with all client related matters including account opening, investment information, presentations etc.
* To develop business from existing investors and monitor clients' needs for further investment management products and services.

Any other duties assigned by any of senior members of Office.

***PERSONAL DETAILS***

Passport No : Z2701084

Passport Issue Date : 09.12th 2013

Expire Date : 08.12th 2023

Issued At : Bhubaneswar Orissa, India

Date of Birth : 08th May 1990.

Nationality : Indian

Religion : Hindu

Language Known : English, Hindi, Oriya, Telugu, & Bengali

Gender : Male

Marital Status : Married.

**Date: Kankarla Nilakantha Patro**

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