

**CONFIDENTIAL**

From: Prakash Govekar  
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Email: raajq8@gmail.com

To.  
Hiring Manager  
Kuwait  
29/10/2024

Dear Sir,

***SUB:* Application for Suitable Position**

Open to work HR, Fleet/Project/Logistic Coordinator, Executive Assistant/Administrator, Shift/Transportation/Service Centre Supervisor/Manager, Inventory/Document Controller

I, Mr. Prakash Govekar would like to submit my Resume for subject position in your esteemed Organization in view of long-term career opportunity. Available to join immediately with Transferable Visa 18. Having valid Kuwait Driving License, having worked in Construction, Oil & Gas and Military Industry.

I am a Team player with Superior Customer Service experience and Office Administration, Transportation/ Fleet Coordination with Companies having ISO Standard, having worked in HR, Office Administration, Inventory, Warehouse, interacting with customers from Multi Nationalities like US, British, EU and other Asian nationals. I have relevant experience in Computer Software applications packages such as ZOHO & MAXIMO. Able to do self-Correspondence, Drafting Letters & Email in English and speak Arabic fairly.

I hope my qualification and experience will meet your requirement and look forward for early interview.

Thanking you.

Yours Faithfully

**PRAKASH GOVEKAR**

ENCL: CV

# CURRICULUM VITAE

## **PRAKASH YESHWANT GOVEKAR**

Salmiya - Kuwait

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email: raajq8@gmail.com

**Dynamic professional skilled in effective administrative, procedural, and customer-centric operations to boost service delivery and quality assurance to achieve business objectives.**

Motivated self-starter offering extensive experience within ISO certified companies comprising of multi-national teams and customers with different ranks and grades of military & civilians in Construction, Oil & Gas and Military Industry. Proactive team player with proven ability to determine inefficiencies and formulate strategies to streamline change management within highly-pressurised environments.

Disciplined leadership skilled in prioritising workflows and executing multiple competing priorities. Adept at programs based on FoxPro, Informix, Unix, and MS Access for optimal data systematisation in alignment with regulatory constraints.

### SKILLS & EXPERTISE

Inventory & Asset Management	QA & Regulatory Compliance	Leadership / Team Development
Administrative & Clerical Support	Corporate Correspondence	Database & Record Management
Transportation & Data Logistics	Operational Health & Safety	Customer Service Excellence

### EDUCATION & CERTIFICATIONS

#### **B.Com**

Mumbai University, Mah - IN

#### **Diploma in Computers**

ITI (Indian Technical Institute), Goa, IN

#### **Diploma in AUTOCAD 2D/3D Civil, Mechanical, and Kitchen Drawings**

MICE – Manipal Institute of Computer Education, Goa, IN

#### **Introduction to Lean Thinking Certification**

Vectrus Internal University, by Vectrus Systems Colorado Springs, US

### DRIVING LICENSES

Valid Kuwaiti Driving License

Valid International Driving License

### LANGUAGES

English | Arabic | Hindi

### EXPERIENCE DETAILS

<u>PERIOD</u>	<u>COMPANY/TITLE</u>	<u>LOCATION</u>	<u>INDUSTRY</u>
Jun 2022 Till Date	Combined General Trading Co. <b>HR Officer/ Site Service Coordinator</b>	Ardiya / Mina Abdullah (Transp.& Equipment's)	Construction/ Oil & Gas
July 2021 June 2022	Samaa Kitchens Gen. Trading Co. <b>Supervisor Service Centre Maintenance &amp; Transportation Dept</b>	Shuwaikh, Kuwait	Hotel/Catering
July 2019 June 2021	Vectrus Systems Corporation <b>Asset Management Technician</b>	US Army - Camp Buehring (PWD/SDPC OPS - North)	Military/Security
Feb 2011 June 2019	Vectrus Systems Corporation <b>Customer Service Desk Technician</b>	US Army - Camp Buehring (PWD/SDPC /Production Control)	Military/Security
Apr 2007 Feb 2011	Combat Supports Associates <b>Administrative Assistant - I (CSA/MWR)</b>	Camp Arifjan /Patriot Kuwait Naval Base	Military/Security

## **WORK EXPERIENCE & RESPONSIBILITIES**

### **HR Officer**

- As Recruiting and Talent Acquisition Officer - Identify Qualified & Experience candidates
- Implement & Manage Administrative/Personal policies to attract & retain qualified Candidates
- Conducted Sourcing activities in order to fill open position & Complete Interview process
- Review employment applications, gather & verify candidates documents
- Counsel incumbants with Salary, work environment, responsibilities and benefits
- Used talent Equisition platforms such as LinkedIn, Bayt.com and Others
- Experienced and relationship in recruitment for Oil & Gas & Constructions and Engineering
- Manage Recruitment related activities including screening and selection of candidates
- Communicate with Dept & candidates to evaluate & shortlist CV prior to sharing & Approvals
- Coordinate with HR Team for promptly complete onboarding process of incumbants
- Schedule Interviews and followups, keep uptodate records and documents retrieval process

### **Site Service Coordinator (Transportation & Equipment)**

- Monitored & Managed Transportation and Equipment Division.
- Supervised 10+ drivers for Heavy and Light vehicles. Monitored Maintenance of vehicles
- Ordered parts and requested Spares for Vehicles and equipment
- Supervied maintenace Team of vehicles and equipments
- Monitored and allocated vehicles and Transportation for Service team
- Arranged transportation of company employees and Junior Staff for different projects
- Assigned Vehicles to Drivers as and when required and coordinated with management team
- Arranged & prepared Time Cards for Drivers and their Overtime
- Prepared Time Cards for Drivers and submitted all time cards to Finance
- Prepared Purchase Orders and Material request as needed
- Prepared and submitted Daily Status Reports Fuel & other reports as required by management
- Monitored vehicle movements thru GPS and allocations of vehicles
- Monitored Mechanical service done by Mechanics and maintenance team
- Follow-up of parts required for vehicles and equipment's with Purchasing and suppliers
- Requested Spare parts on Local Purchase thru petty cash as and when required
- Monitored and maintained Invoices for Scaffolding and Gen dept thru Finance and Purchasing

### **Service Centre Supervisor Responsibilities**

- Monitored & Managed Service Center for kitchen equipments in Company and on Site.
- Monitored logs for equipments received in for repairs and ready for delivery
- Assured equipments received for service are maintained and repaired on timely manner
- Assure timely service is given to customers by Maintenance team
- Prepared duty Schedule for all Technical Staff and Service Engineer
- Monitored and allocated vehicles and Transportation of Service team
- Assigned Vehicles to Drivers and and when required and coordinated with management
- Monitored Technicians & Drivers time keeping records and Overtime
- Fleet Management by managing daily transportation of employees.
- Arranged Maintenace and Servicing of the vehicles on timely manner
- Monitored maintenace report and service reports of the vehicles under Service
- Monitored and recorded of Vehicle regirstration renewals in timely manner
- Logged, reported and allocated vehicle repairs & maintenance and follow ups

### **Asset Management Responsibilities**

- Coordinate necessary actions to ensure 100% accountability of PWD TE Assets. Support management pertaining to GFE Property and Materials to help develop and implement property policies and procedures. Verify inventory by ensuring physical locations correspond with **MAXIMO** system, investigating discrepancies and amending errors. Prepare and review asset adjustment documentation to identify and resolve discrepancies.

- Administer Performance Work Statement (PWS), Technical Exhibits (T.E.'s), and Vectrus KBOSSS Policies and Standard Practices (P&SPs). Follow safety procedures when handling hazardous materials & assets. Mark assets by using identification tags, stamps, stencil machine and label.
- Monitor implementation of operational policies, procedures, work instructions and safety protocols by team members. Spearhead periodic maintenance & administrative records management by submitting program status reports. Execute monthly asset inventories to record when inventories are complete and report any discrepancies
- Enhanced inventory for all US Army Assets & streamline inventory of installation on system.
- Appointed and Certified FMO/Safety Representative for facility.
- Governed property and material management systems, programs, policies, procedures, work methods, regulation, with established guidelines to take appropriate property control and material management action based upon application or interpretation of guidelines
- Conducted safety and facility trainings to employees to ensure operational safety

#### **Customer Service Desk Representative Responsibilities**

- Administered WO through email, telephonic, and face-to-face correspondence with customers. Attended to customer questions and complaints for adequate response to WO status updates. Routed WO to responsible trades for service. Monitored and tracked WO's placed with customers and service technicians. Captured WO requests into Maximo System, verified new requests, and checked for duplicates in Maximo System.
- Captured data on maintenance work and closing of WO for Camp LSA/BU.
- Notified DPW and provided emergency service orders to relevant parties.
- Completed all reports including daily status, CDRL, PSR, HVAC, & other reports necessary.
- Leveraged effective record keeping, service requests for maintenance & customer service

#### **Administrative Assistance Responsibilities**

- Provided extensive administrative support to management and multi-national military and civilian customers of American, British, Asian & EU Nationalities. Streamlined clerical duties by handling sensitive and confidential information with discretion. Conveyed clear messages to co-workers, customers and all management levels.
- Screened and directed incoming calls, set up conference calls, and managed walk-in requests.
- Optimized Outlook for effective appointment scheduling and coordination.
- Organized/maintained electronic files/records for compilation of reports & documentation
- Assembled & analyzed information to prepare accurate reports and agendas.
- Monitored & maintained staffing requirements & Manning Roster.
- Correspondence includes emails, letters & memos.
- Prepared and submitted applications for obtaining Installation access badges such as J2/KMOD Badges with Ministry of Defence. Proactively offered suggestions for process improvements.
- Directed robust Fleet Control by managing daily transportation of US, EU, and Asian employees. Produced weekly mileage report and maintained vehicle manning roster.
- Assigned vehicle to drivers and recorded timesheets, OT and salaries. Recorded custody of US government vehicles pertaining to Gator, Polaris, ATV, etc. Logged and reported vehicle repairs and maintenance to effectively follow up on vehicle and respective allocations.
- Conducted safety and facility training to ensure employee safety.

#### **PROFESSIONAL TRAININGS AND SEMINARS**

- AED, First Aid, and CPR Training \* Certified in FMO & OSHA Gen. Industry Safety
- OPSEC, HAZMAT, and Fire Safety Training \* Trained on ARIMS US Army Filing System
- Certified in Technical Monitor Surveillance \* TIP, POSH, and Interpersonal Skills Training
- Workshop on Customer Service & PR \* SPC & IMAS Training
- Certified in Anti-Phishing, PII, Computer User Security and Information Assurance