

# Steevan Lobo

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## Objective:

To obtain a position with one of the pioneers.

To exhibit the knowledge gained through MBA(Finance) and to implement the grace and experience gained through ALMOAYYED & EMAAR BROTHERS.

## Profile:

Goal-oriented professional focused on delivering exceptional behind-the-scenes management of support services. Coordinate effective schedules, administer contracts and oversee daily facility operations. Maintain team efficiency by independently solving routine and complex problems

## Skills Summary :

- ① Excellent communication and negotiation skills.
- ① Administrative skills.
- ① Problem solving skills
- ① Tech-savvy.
- ① Ensuring timely payments & achieving collection target within the stipulated time period.
- ① Experience in interacting with diversified clientele.
- ① Client servicing and ability to maintain a lasting rapport.
- ① Effective written and oral communication skills.
- ① Excellent organizational and multitasking skills

## Work Related Competencies:

- ① Good interpersonal skills.
- ① Managerial and administrative capabilities
- ① Order Processing Skills (SO & LPO/FPO)
- ① Technically sound with experience of using **MS OFFICE**
- ① Love to meet new people and face new challenges.
- ① Preparing budgets/reports
- ① Enthusiasm and ability to enlist cooperation from others.
- ① Drive to be productive and achieve the goals.
- ① Ability to anticipate the opposite persons need.

## Professional Experience:

April 2019 – May 2024

### EMAAR BROTHERS CONTRACTING (EBC)

- ACCOUNTS & ADMIN. MANAGER.

#### MAINTASKS:

- ① Ensuring outstanding clearance on time.
- ① Dealing with Project team & involvement in project activities if needed.
- ① Developed and implemented information management system to allocate, manage and control resources.
- ① Collected and approved expense reports, timesheets and time-off requests to manage personnel records.
- ① Helped determine business priorities and best sequence for execution of business and group strategy.
- ① Processed time and payroll to correctly submit before deadlines.
- ① Created and maintained spreadsheets, databases and reports to drive administrative oversight for management and staff.
- ① Set goals and deadlines for department.
- ① Acquired, distributed and stored supplies.
- ① Improved operations by implementing procedural changes.
- ① Boosted efficiency and team performance by setting goals and plans to achieve each target.
- ① Prepared and reviewed operational reports and schedules to ensure accuracy and efficiency.
- ① Negotiated pricing and delivery timeframes to meet production needs.
- ① Managed vendor relationships with savvy negotiations on pricing, deliveries and terms.
- ① Implemented purchasing policies with expert understanding of market conditions and business objectives.
- ① Resolved problems impacting purchasing reliability, cost, or quality.
- ① Helped maintain financial targets by coordinating profitable disposal of surplus stock.
- ① Maintained organized purchasing department by efficiently preparing and processing purchase requests.
- ① Managed suppliers relationships, continuously monitoring quality and reliability and resolving problems.
- ① Collaborated with team to outline and model key financial objectives.
- ① Coordinated with bankers, auditors and tax authorities to develop strong ties and good relationships.
- ① Discovered ways to decreased expenditures to preserve financial health of organization.
- ① Studied financial reports to find ways to reduce costs.
- ① Boosted continuous improvement in financial planning and reporting.
- ① Researched competitors to gain insights in minimizing risks and enhancing margins.
- ① Managed accounting and payroll operations with close oversight of staff performance.
- ① Supported financial decision-making with consistent and thorough data analysis.
- ① Interpreted financial information for managers to plan next course of action.
- ① Utilized accounting and finance software to diversify portfolio and monitor growth of organization.
- ① Specking Tenders.
- ① Working on tender Pricing & Strategies – (Also dealing with EMD/BG/PBG etc)

March 2010 – February 2019

### AL MOAYYED TRADING & CONTRACTING (ATC) - SALES AND PROCUREMENT ADMINISTRATOR.

#### MAINTASKS:

- ② Monitors the issuance of material requisitions, and other project and procurement actions affecting material deliveries
- ② Obtaining competitive Quotes and compare Prices for Purchase Decisions.
- ② Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions
- ② Reviewed all orders of major customer, track shipment of orders and timely delivery, coordinate shipments from warehouse to customer, manage documentation
- ② Continually develop expertise to support growth for new projects
- ② Forecast procurement needs
- ② Implement procurement strategy and policies
- ② Resolve supply, quality, service and invoicing issues with vendors
- ② Prepare and presented weekly reports to management team
- ② Manage vendor relationships and assist in building effective partnerships
- ② Coordinating with stores and replenishing the stock in order to keep benchmark stock 10 %
- ② Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation
- ② Maintain healthy relationship with existing customers
- ② Monitor & motivate sales force to increase sales & customer satisfaction
- ② Efficient handling of top and confidential agreements
- ② Preparing Reports of Monthly order booking, Product wise revenue, Sales reports (Sales / GP Achieved, Orders lost, New customers, Graph reports etc)
- ② Assisting in the implementation of Sales Strategy
- ② Follow up with Store and transport for the timely delivery of material
- ② Coordination with Technical department for the job completion certificate
- ② Coordinating and responding to all requests of internal meetings
- ② Purchasing tenders on time and coordinating with Sales for timely submission
- ② Maintaining an efficient Work Environment
- ② Troubleshooting ICT tasks.

### December 2009 – February 2010

NANDI TOYOTA MOTOR WORLD LTD | Bengaluru, India – **Accounts Executive**

#### MAINTASKS:

- ② Cash Handling & Bank dealing
- ② Bank reconciliation Statement
- ② Review of all invoices for accurate billing before being sent to the customer
- ② Prepare cheques for payment
- ② Preparation of Receipts of Cash / Cheques
- ② Debtor's \ Creditors Reconcile
- ② Passing day to day accounting entries
- ② Sending Statement of Accounts of various parties once in a quarter for Confirmation

### September 2009 - November 2009

PRAKRUTI BUILDING PRODUCTS LTD | Bengaluru, India – **Accounts Executive**

#### MAINTASKS:

- ② Collecting of Purchase/Sales Bills, filing Depot wise & Product wise and entering in Tally ERP on the basis of parties territory
- ② To ensure all filing is done in a timely and accurate manner
- ② Tallying with statement of accounts of various suppliers on monthly basis
- ② Making Receipts of Cash/Cheques and Prepare cheques for payment.
- ② Cash Handling & Bank Dealing
- ② Bank reconciliation Statement
- ② Checking of Stock position at various depots on a weekly/monthly basis on the territory basis

- ⌚ Daily updating on the total sales and collection statement
- ⌚ DSS

### June 2009 - September 2009

JESMAJOINDL. FABRICATIONS KARNATAKA | Bengaluru, India – **Accounts Executive**

#### MAINTASKS:

- ⌚ Major role of back office functioning
- ⌚ Sending daily reports of Production & Dispatch to the Head Office
- ⌚ Maintaining attendance/leave register of employees & workers
- ⌚ Cash Handling & Banking
- ⌚ Handling pending bills and payments
- ⌚ Salary distribution
- ⌚ Assisting Company Director in all other activities.

### May 2008 - April 2009

CONTINENTAL MERCANTILE CORPORATION | Mumbai, India – **Accounts Executive**

#### MAINTASKS:

- ⌚ Cash Handling & Banking
- ⌚ Handling pending bills and payments
- ⌚ Salary distribution
- ⌚ Service Tax maintains
- ⌚ Receiving Job Orders and co-ordination
- ⌚ Advertisement preparation/release
- ⌚ Sending daily status to Operations Office

### Project/Internship Details : Financial Statement Analysis of LIC of India.

#### Education:

#### 2006 - 2008

**MBA in Finance** from SRINIVAS INSTITUTE OF MANAGEMENT STUDIES, MANGALORE UNIVERSITY – 60%

#### 2005 - 2008

**COMMERCE** from BHUVANENDRA COLLEGE, MANGALORE NIVERSITY – 69%

#### 2003 - 2005

**HSC in COMMERCE** from Mangalore University – 67%

#### Technical Skills:

- ⌚ Knowledge of **MS OFFICE**
- ⌚ Proficiency in using Oracle, Tally & CRM
- ⌚ Knowledge of **troubleshooting** and **assembling** hardware if required.

**Personal Details:**

① Date of Birth : May 26, 1984  
① Sex : Male.  
① Languages Known : English, Hindi, Kannada, Konkani & Tulu.  
① Nationality : Indian.  
① Passport Number : M 8967061  
① Marital Status : Married  
① Driving License : Valid Bahrain D/L.

The information furnished above is correct and true to the best of my knowledge. Reference shall be provided on request.

Place: Manama

Signature:

Date: 27-06-2024