

ANOOP MOHANAN

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2507, Block 425, Bahrain



OBJECTIVE

A dynamic project support officer with experience of collaborating and communicating with multi cultured teams in a large scale airport project to deliver project support in terms of progress key performance indicators , data trend analysis, project daily, weekly, monthly report preparation for progress and monitoring and aspire to reach higher project management hierarchy.

EXPERIENCE

Project Support Officer Thales Bahrain - Manama *April-2017 - Present*

- Project Management support officer role under PMO department in French firm Thales Bahrain for the Bahrain Airport ICT expansion project.
- Providing critical decision making information through updates of various document registers of engineering, procurement etc. with key performance indicators for weekly, monthly progress meetings.
- Providing key performance indicators for various internal performance progress dashboards and customer reporting and assist in preparation of weekly and monthly progress reports.
- Coordinated with Procurement manager for performance reporting of material and sample submittal schedule dates and delivery lead times and reconciling line items' proof of delivery with orders.
- Performed data analysis in required format to obtain trends for monitoring and controlling.
- Assist in the manpower reporting necessary for monthly reports.
- Well versed with Aconex document management system and worked as a temporary document controller and aware of document registers processes.
- Experienced in SAP ERP for data withdrawals.
- Provided KPI information for HSE department and Quality department regarding documentation control.

Internal Audit Trainee Trust Reinsurance - Manama, Bahrain *July-2014 - October-2014*

- Internship training with the internal audit department, assisting in audit of finance & treasury department, ad-hoc review of graduate training program.
- Developed audit programs for a review of Planning and Performance management department's role in selective areas in liaison with risk management department and for corporate governance audit.

Associate Trainee Pricewaterhouse Coopers - Manama, Bahrain *January-2013 - March-2013*

- Internship training as associate trainee to various associates, assistant and senior managers in the audit of Middle East based funds and other clients.

- Involved in performing tests of controls and substantive procedures of financial statements items, client information research, casting of financial statements, audit report review etc.

Management Trainee BNP Paribas - Manama,Bahrain *July-2011 - September-2011*

- Internship training as management trainee performing client loan form completion, treasury rate and senior approval acquisition with appropriate procedures, sending client facility letters to RMs and client related parties, compliance and background checks of KYCs through World checks.

EDUCATION

Association of Chartered Certified Accountants Bahrain Institute of Banking and Finance - Manama 2016

Specialised in

P3(Business Analysis)

P5(Advanced Business Performance Management)

P7(Advanced Audit and Assurance)

Bachelor in Business Administration Birla Institute of Technology Mesra,Ranchi,India - Manama,Bahrain 2010

CGPA of 8.0 and specialised in International Business and Finance

SKILLS

- Project Management Processes
- Project Documentation Processes
- Project Progress Reports
- Project Key Performance indicators
- Project Procurement,Quality and HSE Support
- Intermediate proficiency in MS Office
- Interpersonal skills and collaborative mentality
- Analytical and attention to detail

LANGUAGES

English

Advanced

Hindi

Intermediate