**JAYACHANDRAN.101850@2freemail.com** ****

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| **JAYACHANDRAN** I’m a neutral, and independent advisor of my Executive, who enables the day-to-day management routines that enhance the effectiveness of my boss, and the organization as a whole. I operate as a business manager in my own right-and I am an integral part of the management team. Moreover, I strive to demonstrate leadership qualities and align my behaviors to this goal accordingly. I am not a business partner as I sit in the core of the business; and I am not an optional extra – my role is mandatory for the success of the Executive. I work in the space of the management, allowing my boss to focus on the bigger aspects of leadership. |
| Latteys Pumps Industries Pvt Ltd., Kochi, IndiaManager (Admn & Finance) July 2015-Present* Draft and manage correspondence
* Update the financial records on regular interval to update the management
* Check Material Transfer Notes and ensure that all the material transferred from the Head Office to Branch Office is as per the internal requisition.
* Process bills to the dealers and coordinate with storekeeper for the prompt delivery of the pump set
* Liaise with transporter for competitive freight to reduce the cost
* Ensure remittance of monthly Sales Tax before due date
* Ensure remittance of utility bills before due date
* Recruit support staff for marketing
* Handled Petty Cash
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| Afridi & Angell, DUBAILegal Secretary (May 2013-May 2015)* Screen, handle and redirect calls
* Draft and manage correspondence
* Schedule legal meetings and appointments
* Take and transcribe notes, minutes and dictation
* Maintain schedules and calendars
* Proofread and revise legal documents
* Establishes and maintains a robust manual and electronic filing system and other administration systems (client files) to ensure completeness and accuracy of technical, professional and matter information
* Manage travel arrangements, hotels, visas, keeping a track of itineraries and completion of travel expenses
* Creating and amending high volume of documents and manuscripts, to a high degree of accuracy and often to tight deadlines, tracking changes in completed documents using Track Changes and use of Delta View
* Provide high level secretarial and administrative support to two partners and three associates
* Assist Fee-earner in entering their time accurately and timely
* Carrying out and monitoring billing processes, preparing draft bills, editing pre-bills and preparing final bills
* Opening new matter files on the Firm’s DMS System, together with the preparation of case registration and client identification number
* Making calls to attorneys / clients / surveyors by request to obtain information
* Electronic filing of e-mails and documents, identifying correct file reference numbers
* Managing audio typing, dictation and producing documents
* Performing new matter conflict checks and global screening on World Check
* Process Letter of Engagement and liaise with the client offices to obtain the signed copy
* Opening/closing client files, including completing conflict searches and organizing money laundering checks
* Research on the internet and the other information sources
* Updating client/contact data base
* Mail, fax and arrange delivery of legal correspondence to clients
* Make photocopies of correspondence, documents and other printed matter
* Cover for other team members when required
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| Dusmann Middle East GmbH, Abu DhabiAdministrative Officer (October 2009 – April 2013)* Coordinate weekly meeting and preparing Minutes of Meeting and submit to Abu Dhabi & Al Ain Airport Company (ADAC) Facility Management.
* Composed all business correspondence and drafting replies and follow up for the updates.
* Updated leave data base of all the resources and liaise with HR for status.
* Organized Clearance documents during resignation and termination of resources.
* Liaised with HR during renewal of Labor Cards/Visa’s/Emirates ID and Passports of the resources and follow up for the update.
* Process Time Sheet & Bonus Evaluation of the resources to the Payroll Department.
* Liaised with Payroll Department to resolve the salary discrepancy of the resources.
* Process Internal Purchase Order’s for the Projects and liaised with Procurement Department for delivery updates.
* Follow up with supplier’s for delivery of the pending materials.
* Source diesel for the machineries.
* Organize renewal of registration of hired motor vehicle and periodical services.
* Handled Petty Cash for the project, liquidate the bills on a monthly basis with Petty Cash statement to the Finance Department at Head Office.
* Update daily the staff strength at the projects.
* Conducted periodical and annual inventory of the stores and maintain the database.
* Process Weekly & Monthly Reports of CWMS to ADAC Facility Management to comply with KPI deadline
* Coordinate with Head Office and process monthly Invoices and submit to ADAC Finance Department.
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| FTV Proclad (U.A.E) L.L.C, Abu Dhabi (Proclad Group)Office Manager ( January 2007-September 2009)* Provide high level secretarial and administrative support to the CEO
* Monitoring all incoming and outgoing correspondence by fax, courier and distributing and make follow up and update the records
* Schedules meetings, conference and appointments, establishes and maintain calendar of events and keeps executives informed of commitments.
* Travel coordination of CEO – Itineraries, Limousine Services, Hotel reservation and prepare expense reports.
* Prepared meeting agendas, reports, files and other materials for meetings.
* Prepared minutes of the meeting.
* Established and maintained confidential files and database.
* Coordination of HR jobs, liaising with the PRO & updating the personal files.
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| Tropicana Trading DMCC& Petroplus Dubai LLC, DubaiSecretary(October 2002 – December 2006)* Updated Global Petroleum Products Market Scan (PLATTS) on daily basis.
* Process Deal Tickets.
* Prepared Sales/Purchase contracts as per the instructions and guidance of the oil traders.
* Coordinated with Operations Department and liaise with ship brokers for vessels fixture re-cap for fixing vessels with competitive market freight.
* Thorough knowledge of INCOTERMS, Export & Import documentation and Letters of Credit.
* Liaised with shipping agents during loading and discharging of cargoes.
* Liaised with independent inspectors for testing the cargo during loading/discharging cargoes.
* Coordinated with the Operations Manager for calculating demurrage and follow up for the demurrage claims
* Prepared minutes of the meeting.
* Established and maintained confidential files and database.
* Coordination of HR jobs, liaising with the PRO for Immigration and Labor Department jobs, follow up & updating the personal files.
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| Initial Assignments* Secretary cum Accounts Assistant: Bin Suloom Plaza Suites Hotel, Dubai (November 2000-September 2002)
* Audit Assistant: Ravish & Associates, Chartered Accountants, Kochi, India (March 1996-September 2000)
* Stenographer: Small Industries Development Bank of India, Kochi, India (February 1993 – January 1996)
* Stenographer: Industrial Development Bank of India, Kochi, India (February 1989 – January 1993)
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| Other skills:* Good interpersonal skills
* Good team player
* Worked under pressure
* A career oriented
* Self-motivated, dedicated, enthusiastic and totally committed individual
* Ability for multitasking jobs and worked independently and in a team environment
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| **Qualifications*** Bachelor’s Degree in Commerce, Kerala University, Kerala, India on December 2000
* Diploma in Export Management, Indian Institute of Export Management, Bangalore, India on 1997
* Diploma in Shorthand & Typewriting, Department of Technical Education, Kerala, India on February 1998
* Certified course in Computerized Office Management and Financial Accounting, Small Industries Service Institute, Kerala, India on 1999
* Certified Internal Auditor for Quality Management Systems, TUV Sud Middle East LLC – ISO 9001-2008
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| **Personal Details*** Nationality: Indian
* Date of birth: 23rd April 1968
* Driving License: Holding valid UAE Driving License
* Languages: English, Hindi, Malayalam
* Interest: Biographies, growing organic vegetables and cooking
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