[**JAYACHANDRAN.101850@2freemail.com**](mailto: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, India  Manager (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 | |
| Afridi & Angell, DUBAI  Legal 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 | |
| Dusmann Middle East GmbH, Abu Dhabi  Administrative 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. | |
| 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. | |
| Tropicana Trading DMCC& Petroplus Dubai LLC, Dubai  Secretary(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 |