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EXECUTIVE SUMMARY

My Prime Role and Responsibilities include an extensive involvement with the setting up of administrative procedures as required for establishing offices incorporating Public Relations, Project Management, Archives Management and Human Resources for liaison with Government sectors, Authorities having Jurisdiction and with Petrochemical/Drilling fluids service industries.

I have extensive experience in establishing and implementing procedures and processes for start-up companies and provided analytical recommendations to Senior Management. A varied exposure towards requirements, rules and regulations of MEA (Ministry of External Affairs), SAIF Zone (Sharjah Airport International Free Zone), DMCC (Dubai Multi Commodities Centre), JAFZA (Jebel Ali Free Zone Authority), Ministry of Labour, Naturalization and Immigration Department and E-Government processes.

I have developed excellent organizational and strong project management skills through the opportunities and exposure that I have been fortunate to receive, which has enhanced my skill sets to be a friendly and conscientious team player. I thrive whilst working under pressure for delivering high quality work to tight time scales within budgets. My objective is to build a career in a growth oriented organisation where my skills and expertise can be utilised for both organisational and personal development.

PROFESSIONAL EXPERIENCE

* **Drilling Fluid Solutions FZC. SAIF Zone, UAE**

(*Affiliate of Oren Hydrocarbons M.E. INC, Dubai, UAE*)

* + Period: May 2015 – May 2017
  + Designation: Senior Office Manager
  + Key Responsibilities:

Company’s Administration and Public Relations tasks at SAIF Zone.

Manage Company legalities with respect to Trade license, Lease agreements, Medical Insurance processes etc.

Administrative duties towards company subsidiary’s amendments at British Virgin Islands and its branches with Corporate lawyers and Paralegals in SAIF Zone.

Control Archives and Management to ensure catalogued information and records.

Coordinate all Company activities planning, including support staff schedules, visitors and guest movement.

* **International Drilling Fluids & Engineering Services (IDEC) Ltd. Dubai, UAE**

**A Q’Max Solutions Company**

* + Period: September 2014 – April 2015
  + Designation: Senior Office Manager
  + Key Responsibilities:

Company’s Administration and Public Relations tasks at DMCC and Jebel Ali Free Zone Authority (JAFZA)

Manage Company legalities with respect to Trade license, Lease agreements, Medical Insurance processes etc.

Administrative duties towards company subsidiary’s amendments at British Virgin Islands and its branches with Corporate lawyers and Paralegals in Dubai.

Project management with regards to the setting up of the new office for the company in Dubai starting from Design, fit-out, NOC's, Legislative Authority approvals etc

Control Archives and Management to ensure catalogued information and records.

Coordinate all Company activities planning, including support staff schedules, visitors and guest movement, seminars, training, arranging for visit visa etc.

Control all utilities, services & supplies including consumables and stationary items.

Assist in resource planning and procuring office equipment.

Manage all maintenance contracts with regard to cleaners, company leases, utilities etc

Coordinate all aspects of hospitality management for company’s guests and senior staff with regards to visa requirements, hotel arrangements, ticketing etc.

Manage travel bookings for Business travels for the Eastern hemisphere staff.

Assisting office colleagues with regards to their visa for overseas worldwide travel and worked with foreign consulates and embassies for business visa applications.

Managing company’s IT related work with Houston, USA.

* **International Drilling Fluids & Engineering Services (IDEC) Ltd. Dubai, UAE**

(*Affiliate of Oren Hydrocarbons M.E. INC, Dubai, UAE*)

* + Period: April 2013 - September 2014
  + Designation: Senior Office Manager
  + Key Responsibilities:

Company’s Administration and Public Relation works.

Manage Company’s legalities with respect to Trade license requirements, Lease agreements, Insurance etc. Develop and Control Archives Management.

Coordinate all Company activities planning and manpower schedules.

Control and maintain all utilities, services & supplies including consumables and stationary items.

Assist in resource planning for office equipment and premises.

Manage all maintenance service contracts.

Coordinate all aspects of hospitality management.

Assist in Risk and Opportunity management.

Provide assistance to President and Vice President as required.

Arrange and Administer Travel Bookings for Business and Personal Travel.

Organize Stationary orders for the Office requirements.

* **Oren Hydrocarbons M.E. INC, Dubai, UAE**
  + Period: May 2009 - April 2013
  + Designation: Manager – Administration & Public Relations
  + Key Responsibilities:

Perform Administrative tasks and Manage Company legalities with respect to Trade license requirements, Lease agreements, Group Insurance policies etc.

Control Archives Management and Coordinate Company activities and planning manpower schedules.

Control all utilities, services & supplies including consumables and stationery items.

Assist in resource planning for office equipment and premises.

Manage all maintenance service contracts.

Coordinate all aspects of hospitality management and assist the Senior Management towards Business and Personal Travel Bookings.

Organize Stationery orders for the Office and warehouse stores.

* **VAR Magazine, Dubai, UAE**
  + Period: December 2008 - April 2009
  + Designation: Sales Manager – Retail
  + Key Responsibilities:

Exploring potential customers in IT related companies and develop business ventures towards advertising products and portfolios in a leading publications.

Marketing launch events and product presentations.

* **EMTEC, FZC, Dubai, UAE**
  + Period: May 2007 - November 2008
  + Designation: Sales Manager – Retail
  + Key Responsibilities:

Managing leading Middle East corporate clients for over 170 power retailers and whole sellers. Providing customer service and satisfaction for processing all service requests pertaining to the products suite.

Expanding clientele base and sourcing new business avenues through aggressive Sales and Marketing strategies.

Managing administrative and operation activities including clearance of import and export materials from Sharjah Free Zone customs.

Generating invoices and follow up on payment schedules.

Organizing employment/visit visas and arranging for Airline tickets and hotel bookings.

* **Oren Hydrocarbons M.E. INC, Dubai, UAE**
  + Period: August 2005 - May 2007
  + Designation: Senior Executive – Operations
  + Key Responsibilities:

Managed key operations tasks for one of the leading Exporters in India.

Customs clearance of import and export materials from port authorities.

Re-exporting of goods to countries, worldwide, through sea freight and to the GCC through road shipments.

Public Relation activities with JAFZA authorities to meet the necessary requirements and timelines for the company’s production unit at Ras Al Khaimah.

* **Jaguar Securitas, Chandigarh, India**
  + Period: June 2001 - July 2005
  + Designation: Manager – Operations
  + Key Responsibilities:

Business development and development of customer relations.

Recruitment and management of employee accounts.

Liaison with Government agencies for securing necessary clearances.

* **Tai Pan Traders, Mercedes Benz dealers, Chandigarh, India**
  + Period: September 2000 to June 2001
  + Designation: Senior Sales Executive – Pre-owned cars
  + Key Responsibilities:

Selling and proposing post sale services offered to pre-owned Mercedes cars for customers in the entire Northern India region.

Managed business operational activities relating to Public Relations and sourcing of new business avenues.

Academic Profile

Diploma in Retail Management, New Delhi, India.

Graduated in Bachelor of Commerce, Meerut, India.

Grade 12, Government Model Senior Secondary School, Chandigarh. India.

Personal Details

Nationality: Indian

Marital Status: Single

Date of Birth: 17th January 1979

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