**Prakash**

**Email:** [**prakash.154352@2freemail.com**](mailto:prakash.154352@2freemail.com)

# OBJECTIVE:

To be an Excellent and creative who is working in a challenging environment and Zeal to achieve goal at the same time interested in a job which is efficient to utilize my skills and abilities that offers growth security and encourages creativity and thus bringing benefit of organization ,self and society.

# PERSONAL ABILITIES:

* Ability to analyze Problems and issues.
* Willing to Shoulder Challenges and responsibilities.
* Self motivated to learn new technologies and work hard.
* Ability to work under sustained pressure.
* Team Worker.

# ACHIVEMENT:

* Successfully supervised Admin Department and assisted Administration Manager, GLA Manager and HR Director for a huge employed company effectively and efficiently from different nationalities.
* Develop and implement HR & Admin Policies and Procedures for a newly opened Company (In Egypt & In Kuwait).
* Audited admin and Hr dept of a Company.

# PROFESSIONAL SUMMARY:

* Having +5 years of experience in the field of Administration & HR.
* Having +2 years of experience in the field of IT.
* Good knowledge in handling Systems.
* Having rich experience in Administration & Documentation.
* Having Sound Knowledge in Human Resources.
* Effective in work situations requiring an ability to manage multiple and concurrent projects and responsibilities.
* Having basic knowledge in Computers and Hardware-Networking.

##### ACADEMIC QULAIFICATION:

* **M**aster of **B**usiness **A**dministration from Inter American University, Washington with Credits 80 %.
* **B**achelor of **Sc**ience from Bharathidasan University Thiruchirapalli, India with I class (Distinction) 79%.
* Pursuing **A**dvanced **D**iploma in **H**uman **R**ecourse **m**anagement from Kaizen School of Business Management.
* Certified as a Computer Engineer in Accel IT Technologies Chennai, India.
* Certified as a Computer Programmer in TCPS, Salem, India.

# PC SKILLS:

Operating System : Windows 2000/XP/VISTA/2007.

Office Automation : MS Word, MS Excel & Power Point.

Browsers : Ms-Outlook, Internet etc.

Packages Handled : E-Promise (PowerBuilder / Sql Server) .

# EXPERIENCE:

##### ADMINISTRATION OFFICER SR

##### ADMINISTRATION OFFICER

Top **Ranking** Construction Firm.

* As an Administrative Officer, Assisting and reporting to Admin manager and HR Director of the company.
* In charge about the Accommodation and Food for total employees through Camp In charges. Presiding Monthly meetings with Government authorities, Safety Managers and Medical Authorities on Employees health and Safety.
* Compose and distribute internal memorandums ensuring timely delivery and receipt of important information while at the time maintaining confidentially.
* Inspire, supervise and direct staff to give efficient performance.
* Monitored and delegated responsibilities of GLA Section in Visa Renewal.
* Reporting to Admin Manager regarding the entire Visa related works. Coordinating with GLA Manager for Government Related works.
* Finalizing the Total number of employees records with Ministry of Labour for Payroll.
* Taking decisions about Employees renewal as per the employees wish and providing the records to GLA section for their Renewals.
* Archiving confidential invoices, reports, memos, letters, financial statements, software backups and other documents, also maintaining soft copies of all data base in system.
* Develop and implemented Admin and HR Policies and Procedures for a new company in Egypt.
* Successfully audited a company with the internal audit team.

##### PERSONNEL OFFICER DEC 2007 TO DEC 2008

**ARABTEC CONSTRUCTION LLC a** Top **Ranking (I S O 9001:2000 Certified)** Construction Firm. Who are leading Builders with huge man power (40,000 - 45,000 Employees) in UAE.

Works involved:

* As a Personnel Officer, Assisting and reporting to Admin, HR and GLA Manager of the company.
* Responsible of Residence and Work permit Renewal.
* Reporting to Admin Manager related Project Movements.
* Interacting with P.R.O’s for all kind of immigration and Labour office Related works.
* New Entrants – Allocating the Staffs Depending upon the site requirements & with the Consultation of Admin & H.R Director.
* Site Transfer – Due to non requirement / finished of project one site released the workers which is intimated to Admin. Dept. through the personnel transfer memo.
* Arranging Interviews for the selected candidates and Process for their Visas.
* Monitored administrative staff for proficient and effective performance.
* Reporting to Chief Auditor about the expenses of GLA Section.
* Inspecting with audit team to Sub Sliders for their GLA Related works.

##### DOCUMENT CONTROLLER MAR 2007 TO NOV 2007

**For ARABTEC L.L.C (DUBAI**)

Works involved:

* Responsible of medical arrangements for all the new arriving and old employees and their health and insurance Cards issues and reconciliation in conjunction with the company procedures.
* Typing online medical documents for employees Medical Test.
* Collecting Reports from the Hospital and Checking invoice for the Payment.
* Changing **electronic files** to Hardcopy formats and vice versa to ensure backup of documents.
* Maintaining all the records and files and documenting them through the software provided.
* Maintaining the documents for easy follow ups with Government Related Work.
* Providing the E Documents for Government related online Payments like MOL, Immigration.
* Entering and maintaining the total manpower (40,000 Employees) Visa and Payroll related Data’s a through the Package Provided.

##### ADMIN ASSISTANT 2004 to 2006

**For Access Info Systems (India)**

Works involved:

* Input Received documents technical specifications into the system and prepare document transmittals for distribution to external parties (clients).Accurate filling, sorting and retrieval of documents.
* Responsible for the supervision of all incoming materials, inspection, preservation, issues and reconciliation in conjunction with the company procedures.
* Materials movement and related activities.
* Interacting with Clients and Purchasing the Consumables.
* Coordination with Managers related Project Movements.

**HARDWARE SERVICE ENGINEER cum TUTOR 2003 TO 2004**

**For Accel IT Academy (India)**

Works involved:

* Performed as a Service Engineer.
* Regular Maintenance of Computer Machines.
* Teaching Computer hardware classes.

**PERSONAL PROFILE:**

Date of Birth : 06-05-1983

Father’s Name : A.Marimuthu

Marital Status : Single

Languages Known : English, Tamil, Malayalam & Hindi.

Driving License : Valid U.A.E driving License up to 2021