

NARAYAN



LOGISTICS – ADMIN – HR – OPERATIONS SUPERVISOR
12 YEARS UAE EXPERIENCE & DRIVING LICENSE HOLDER
Narayan-229625@2freemail.com

Professional Experience in GCC 12 years

Sobha Group — Dubai, UAE.

- Jan 2018 — Dec 2018 — Head, Administration

Aber Group — Dubai, UAE.

- Jan 2017 — May 2017- Assistant Manager, Admin

ETA Group (10+ yrs) - Dubai

- Dec 2009 - Dec 2016 - Executive Administrator
- Mar 2006 - May 2009— Executive Assist.

Bingamia Group (4 yrs.) —Saudi Arabia.

- Jan 1994- Mar 1997-Admin. Coordinator

Professional Experience in India

Johnson & Johnson Group — Channel Partner

- Jul 2019 – Aug 2023 – Operation, Manager
- ### Fortune Pandiyan Hotel, ITC Ltd. — Welcome Group
- Mar 2004 – May 2005 – System Administrator

Castrol India Ltd & British Petroleum Ltd. (3 Yrs.)

- Nov 2001 – Jan 2004 – EDP Exe. - Operation

Glaxo & Wellcome Pharmaceuticals (1.5 Yrs)

- Apr 1998 – Dec 1999 – Executive - Operation

Philips India

- June 1990 – Oct 1993 – Depot Assistant

Educational Qualifications

- M.B.A. – Master of Business Administration
- B.C.A. – Bachelor of Computer Application

Languages, Driving License & Software skills

- English, Hindi, Arabic, Tamil.
- Valid Dubai Driving License — UAE.
- MS-windows NT/SQL Server, Oracle, VB, SQL, MS-Office, ERP.

Personal Data

Nationality : Indian
Marital Status : Married
Visa Status : UAE Visit Visa

More than 12 years of extensive experience in Dubai & GCC managing various Industries & office activities and exceptional skills in supervising performance of the management staff. Willing to work with management level professionals. To obtain a responsible and challenging position, I can make best use of my strong leadership ability, good decision-making skills and administration knowledge for the improvement of the productivity.

Professional Experience — HR & Administration

- Managed day-to-day workflow and championed efficiency within daily operational tasks.
 - E-documentation management system
 - Assists office staff in maintaining files and databases
 - Prepares reports, presentations, memorandums, proposals and correspondence
 - Assigns jobs and duties to office staff as needed
 - Monitors office operations
 - Schedules appointments and meetings for executives and upper level staff
 - Serves as the go-to for office inquiries and conflicts
 - Manages staff schedules
 - Tracks office supply inventory and approval supply orders
 - Assists in the preparation of department budgets and expenses
 - Supervises all administrative personnel
 - Creates any needed data in the form of letters, memorandums, proposals, reports
 - Plans, organizes, assigns and reviews work of office staff
 - Oversees office projects and operations
 - Handles associate's complaints, grievances, questions, concerns
 - Administers discipline to employees as needed
 - Screens and routes incoming calls and messages when necessary
 - Monitors office usages of supplies
 - Tracks department spending and budgets
 - Monitors administrative personnel and assigns duties as needed
 - Coordinating Travel Plans/ Hotel Stay/ Staff Welfare
 - Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
 - Designs and implements office policies by establishing standards and procedures, making necessary adjustments.
 - Maintains office staff by recruiting, selecting, orienting, and training employees.
 - Maintains office staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job
 - Manage office G&A budget, ensure accurate and timely reporting. Coordinate with IT department on all office equipment (Printers/Computers/email/Xerox machines etc.)
- ### Executive Personal Assistant
- Prepare Minutes of Meeting & Diary Maintenance (Calendar)
 - Screening telephone calls & e-mails and all correspondence
 - Assisting management and staff with daily operations.
 - Travel booking and business trip coordination (flights and hotel reservations, car rental bookings, etc.)
 - Setting up and maintaining filing systems.
 - Handling reception (answering calls, greeting visitors, couriers, deliveries, etc.).
 - IT supports for Office Automation System
 - Visa / Passport Renewal Coordination with HR

Professional Experience - Warehouse (Depot Management System)

- High level organizational skills and ability to manage several products at the time
- Quick Depot Management System (QDMS) — Warehouse
- SKU wise Management system
- Planning Stocks Indent to Corporate office
- Planning to Storage, Distribution & Delivery Management
- Sales coordinate with Sales team for all inventory accounts, Invoicing, Customer Accounts, regional office account Office Management.
- Manage the credit limit for Customer Account
- Processing a high volume of product orders.
- Weekly orders coordinate with sales team & prepared Invoices.
- Order Entry & Invoice processing
- Processing invoices for all sales transactions
- Supply chain Distribution system - LIFO & FIFO System
- Organizing to transportation weekly schedule planning
- Reporting monthly sales results to the sales team.
- Damaged/Defective stocks vales reclaimed from Insurance co
- Supporting the sales force with general operations to help reach the team's objectives. Coordinate with Sales Dept. & Finance Dept, Audit Trial Customer Credit Limit Transaction Processing System
- MIS Report & Month end reports to Regional sales office
- Responds customer's phone calls for support.
- Communicating internally important feedback from customers.
- Updating the CRM and inputting information on customers.
- Investigating and resolving queries from customers
- Following up on leads generated by other departments
- Dealing with and responding to high volumes of emails
- Developing the Sales personal, sales promotional activities & Advertisement system.
- And conducting Dealer meet & Market Survey, preparing competitor sales/ scheme information.

Professional Experience — Information & Technology System

- Application Software Package Operation
- Windows NT & Windows 2000 server
- Software, E-mail, Modem, Internet Installation.
- Printer Installation & Printer Sharing thru Network Infrastructure
- Troubleshooting & LAN System Operation-Software Training to Dept Executives Planning to Storage, Distribution & Delivery Management
- Responsible for Server and Client data maintenance including software and hardware purchase and installation.
- Assist in system documentation of n/w architecture, configuration, policies, process, operational procedures and keep IT staff informed on current LAN/WAN topologies.

Expertise of Management

Description		
1.Operational Management	Analysis/ Report	Team coordination
2.Inventory Management	Marketing Management	Sales Administration
3.ERP Software	Client Server/ System Administration	Troubleshoot / LAN/ WAN
4.New Office setup & requirements	Furniture, Computers, Printers, Telephones, other electronic devices.	Office Vehicles, Transport arrangements for employees.

Professional Experience in Construction Industry — Projects (Director office)

- High level organizational skills and ability to manage several projects at the time
- Organizing calendars and meetings & making the necessary arrangements
- Preparing agendas or programs for meetings & power point presentations, graphs, reports for the client meetings.
- Drafting correspondence, reports, documents etc. as required by the Director- Projects
- Checking all incoming correspondences/reports, determine their significance and ensure distribution.
- Bringing the ones of top importance to the notice of the concerned parties immediately to Director.
- Organizing for the GM's office documents maintain in line with ISO & company procedures
- Coordinating and following up on the submission of the monthly reports from various departments and projects.
- Also contact Monthly Review meeting
- Monthly receivables MIS report for management review into group receivables all projects/clients for Interim invoices and pending certifications on regular basis & coordinate with QS dept.
- Estimation & Tender documents submission
- Preparing & Compiling Tender documents for submission.
- (Pre-Qualification, Tender drawings, procurement of materials cost, Staff cost, Site office rent, Printing & Stationery cost, Advance Bank Guarantee & Covering letter, etc.) Coordinate with QS/Commercial Dept.
- Payment Application documents submission to contractor
- Payment certifications follow up with contractor
- Register of payment application/ certification/Variation/Contra charges

Projects (Operation)

- Support Project Management Team
- Diary Maintenance
- Screening telephone calls & e-mails and all correspondence professional manner
- Project documents submission thru Aconex software system. (Letters/RFI/TS/MS/MST/TRs/ASBUILT/O&MM) ISO policy
- Visa / Passport Renewal Coordination with HR
- Coordinate with Planning Dept. for work progress schedule / manpower details for EOT submission.
- Maintain familiarity with the Company and projects being undertaken so an enquiry can be directed to the most appropriate member of staff promptly
- Manage the administration and maintenance of company records databases accurately and efficiently
- File and archive information that ensures easy retrieval of information
- Assist with basic reports by undertaking basic analysis and research
- Type up information as requested accurately and efficiently
- Maintain confidentiality and exercise discretion in relation to all matters and information concerning the Company and clients.
- Ordering all site consumables, maintaining spreadsheet for consumables
- Distribution of weather reports
- Supporting the Contract Manager in assisting with letters of Contracts for Site Agreements
- Supporting all Site Managers, Construction Managers and Contract Administrators
- Training of Site and Head Office personnel for Construction
- Maintaining the registers for all training for Construction
- Issuing of site specific OHS Safety Management Plans for all Sites/Site Managers Site Files
- Preparing site signage and OHS requirements for site supervisors
- Organizing all site requirements for construction projects
- Assisting the Safety Officers
- Purchasing of safety equipment
- Fleet vehicle servicing, car signage and insurance claims/maintaining spreadsheet for fleet
- Commissioning and Decommissioning of construction sites
- O&M Submission to Clients
- DLP Follow-ups

Projects & Clients

Projects	Clients	Projects	Clients
1. Sobha Hartland – MBR City	M/s. Sobha Group	5. Al Ghurair Phase – II	M/s. AGC Group
2. City Walk Project	M/s. Merras Development	6. C3-Dubai Int'l Airport	M/s. Emirates Engg.
3. Burj Al Salam Project	M/s. Abdul Salam Al Rafi	7. OTCI, Burj Dubai	M/s. Emmar Dev.
4. Jafza Convention Centre	M/s. Jebal Ali FZ Authority.		

Reference & Visa Sponsor

Mr. Anup Bhatia, HR Manager, www.ArabianJobSeeker.com

Mobile : +971504753686

Email : feedback@arabianjobseeker.com