Arunkumar

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(Experience: 10+ year’s in Administration department in UAE and India.)

**OBJECTIVE:**

Toexplore a challenging, and lead position in the **Administration Department** that will allow me to utilize my professional managerial skills and knowledge, to work for the growth of company and myself.

**KEY SKILLS:**

* Sales and Service Support
* Organizing Skills
* Office Administration & Management
* Travel & International Logistics Management
* Tendering, Project proposal & Techno commercial document preparation
* Logistics coordination
* Client Relation skills & Service
* Multitasking
* Document Control
* Co ordinate with the Finance team
* Managing IT Desk Request

**PERSONAL SKILLS**

* Good Communication skills and Team Work
* Flexible and Willing to travel

Adaptable to take up new roles and responsibilities

**IT SKILLS:**

 Operating System (MS-DOS & Windows 95/98/2000/XP/Vista/7/8, and OSX Apple Mac)

 Computer Accounting (Tally)

Computer Hardware Maintenance & Networking,

Programming (Java, Visual Basic)

 MS Office / MS Dynamic CRM

 Web (HTML, FrontPage, Java, Flash)

**AREAS OF INTEREST:**

Office Administration, Logistics and Supply Chain Coordinator

**EDUCATION:**

* Masters Degree - **International Masters of Business Administration (IMBA in Supply Chain Management with Distinction class**.

Bachelors Degree - **Bachelor of Computer Application.**

**EXPERIENCE Details:**

1. Organization: **Gulf Support Centre Co. LLC, Dubai, UAE**

Designation: Office Administrator

Duration: March 2008 – Present (Total – 7 Years 2months)

2. Organization: **Citi Axis, Chennai, TN, India.**

Designation: Administration Officer

Duration: January 2005 – February 2008 (Total – 3 Years)

3. Organization: **Vodafone India Ltd, Chennai, TN, India.**

Designation: Administrator

Duration: December 2003 – December 2004 (Total – 1 Year)

**Roles & Responsibilities:**

* Daily Sales Support to assigned regions on pre-sales
* Operational support to Sales Staff and Service Staff.
* Quotations and Tender bids Preparation.
* Supporting sales management with CRM handling,
* Purchase order processing, placing PO to prime suppliers.
* Overall Back office Support to Sales and service operation team members and telephone support.
* Logistics coordination (freight rates and local charges to the shipper), consignee, agents and customer service.
* Provide reports, statistics & analysis weekly, monthly & yearly basis to the senior management,
* provide and maintain business premises and other facilities including machinery and equipment
* Coordination with prime companies on Receiving Shipments and ERM returns.
* Coordination with shipping companies and providing support on document preparations for the consignments.
* Organizing webinars and sales training and meetings.
* Organizing various Events, arrangements of Visa, Transportation, accommodation for the trainings and sales meetings
* Scheduling staff visits and Preparing Work orders, Preparing and Maintaining Annual Maintenance contracts and coordinating with customers on AMC renewals.
* Maintaining database of Staff, service jobs and Equipments supplied (SAT).
* Vendor Interaction, order management and supplier / vendors registration renewals.
* IT Support and Troubleshooting / Involving into Telecom issues and coordination with ISP
* Maintenance of office assets and project facilities.
* Own and comply with company policies as addressed in the Quality Manual, HSE and company rules and regulations
* Ensure to deliver high level customer service
* Coordinate to keep log books, well manage the inventory and organizing the requisition of materials.
* Control and Manage, a comprehensive inventory of all the equipment and assets within the department.
* Ensure and maintain the safety orientation record of the employees of the company.
* Ensure Visa, leave arrangements, Exit / Re-entry Permits, Iqama / ID process and driving license etc.
* Check monthly running bill and other matters related to facilities / utilities.
* Ensure to deliver high level customer service & proactively manage standard team performance,
* Prepare invoice, payment and relevant charges on concern,
* Sending and Receiving Emails.
* Supporting management and staffs on all kind of IT supports including emergency troubleshooting.
* Ensure effective administration at company and responsible of all aspects of administration of personal, industrial relation and public relations with local authorities under the guidance of Mgmt.
* Maintain good discipline and causes good morale to flourish amongst all the employees.

Frequent / daily contact with staffs and management of the company.

**PERSONAL DETAILS:**

Date of Birth : 25 / 05 / 1986

Driving License : Available (UAE and India)

Languages known : English, Hindi, Tamil, Telugu, (Arabic Beginner)