## OBJECTIVE

Seeking for a suitable position in an esteemed organization to utilize my educational skills and experiences. Role should allow for continued personal and professional growth commensurate with achievements and contribute positively to the growth of the organization.

##### **PROFILE**

* Fourteen years of experience in the Middle East & India with proven track record in Administration,HR, Document Controllerand Accounts
* Possesses excellent interpersonal, team playing, analytical, administration and organization skills
* Ability to work under high stress and demanding conditions.
* Fast & Accurate Typing Skills.
* Strong communication skills, positive mental attitude and good listener.
* Possessing quick learning abilities.
* Positive attitude toward changes.

##### **WORK EXPERIENCE**

1. **Alokin International, Kerala, India*(2013 – 2015)***

* Worked as ***Help Desk Operator (Admin Dept.)***

**Responsibility**

* Plan, manage and execute Employee Engagement activities
* Preparing & implementing Reward & Recognition programs
* Generating & maintaining required documents for ISO.
* Health & Welfare benefits
* Formulate and maintain all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
* Maintaining & evaluating Timesheet.
* Resolve grievances or queries
* Managing General Office Administration
1. **Dubai Saudi Arabian Contracting Company, Riyadh, KSA*(2010 – 2012)***
* Worked as ***Admin / HR Officer***

As ***HR Officer***

**Responsibility**

* Coordinate hospital and medical check-up of staff and workers.
* Airport reception of new workers, repatriations and handling of deceased cases.
* English typing, filing and self-correspondences.
* Dealing with travel agencies and hotel bookings.
* Organizing and submitting all documents to Govt. Departments.
* Record & answer questions about employee absences.
* Prepare departure and arrival record of the entire employee.
* Handling all incoming and outgoing mail forwarding them to the respective departments.
* Retrieves the document and forwards it to the borrower.
* Provide information by using the telephone, postal mail and e-mail.
* Handling confidential matters in the office.

As ***Administrative Officer***

**Responsibility**

* Receive, distribute and circulate all documents / correspondence and mail between office, sites, stores and camps.
* Prepare, maintain and update office filing system including referencing index.
* Assist CEO for his personal filing and arrange hotel, restaurant and trip bookings and guest travel.
* Coordinate inter – office documents / correspondence flow.
* Handle car rentals, courier companies and shipments (International, Domestic, Express, Land & Sea Freight).
* Handle office transport and allocate drivers & vehicles and assign duties.
* Handle guest transport services and staff holiday transport.
* Prepare daily and vehicle mileage log and fuel consumption.
* Control and procure office stationery and sundry items and computers & peripherals.
* Prepare complete filing system and for CEO, Planning Dept., Commercial Dept. and sites of work.
1. **Dubai Contracting Company LLC, Dubai, UAE *(2004 – 2010)***
* Worked as ***Document Controller / Office Secretary***

**Responsibility**

* Provide official and personal secretarial assistance to the Management.
* Prepare, distribute and file all sites Documents, Drawings and Materials submittals and transmittals.
* Receive, distribute and circulate all documents / correspondence and mail between office, sites, stores and camps.
* Receive and distribute project construction drawings for various projects and departments.
* Prepare, maintain and update office filing system including referencing system.
* Prepare letters, faxes, emails, memorandums, minutes of meetings including Board minutes and agendas and all other related company documentation.
* Handle training arrangements in coordination with sites, workshops and Management Representative.
* Handle car rentals, courier companies and shipments (International, Domestic, Express, Land & Sea Freight).
* Handle office transport and allocate drivers & vehicles and assign duties.
1. **C-Net System & Solutions, Kerala, India(2002 – 2004)**
* Worked as ***Administration Officer***

**Responsibility**

* Overall management of the office in the absence of the G.M.
* Responsible to keep a valid list of customers for all market sectors.
* Contact the customers to confirm the receipt of the letter; and check their interest. If they are interested, coordinate with concerned sales personnel and arrange for the demonstration.
* Responsible for arranging New Year compliments and cards & distributing them to all our customers.
* Ensure that new information is added to the files in a timely manner & may get rid of outdated file materials or transfer them to inactive storage.
1. **Masters Accounting Works, Kerala, India (2001 – 2002)**
* Worked as **Junior *Accountant***

**Responsibility**

* Prepare the sales charts of monthly sales reports, including the percentage of sales for each product/supplier and coordinate with the sales coordinator to get the required information.
* Handle leave dues / Terminal benefits calculations.
* Labour Payroll Entry and Checking and Invoice Allocation.
* Updating Payroll for Staff and Workers.
* Labour wages card and job card serial indexing.
* Verification of staff salary.

### **ACADEMICS & TRAINING**

2001 Bachelor Degree in Commerce, Kerala University, India

**Diploma courses:**

2002 Diploma in Desk Top Publishing from National Literacy Promotion Council,

 Kerala, India

2001 Diploma in Office Automation from C-Net Cyber Campus, Kerala, India

**Training programs attended:**

2005 Prolog Application Suite (Document Controller Training Program), from

 Meridian System,Dubai, U.A.E.

#### **PERSONAL DETAILS**

Date of Birth : 25thMay 1981

Sex : Male

Nationality : Indian

Religion : Hindu

Marital Status : Single

Languages Known : English, Hindi,Tamil&Malayalam

Interest : Computing & Technology, Travelling, Sports, Music&Watching Movies.



**Gulfjobseeker.com CV No:** **1492866**