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**Gulfjobseeker.com CV No: 256166**

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**Personal Profile**

A highly resourceful, flexible, innovative, and enthusiastic Professional who possesses over **15 years of experience in the field of Office Management, Administration, Human Resource management and Secretarial.** Hands on experience of organizational restructuring, designing and implementing policies and systems, Performance Management and Planning.

Presently looking for a career advancement opportunity, my experience intellectual quotient and professionalism earned through over a decade will definitely bring value to your organization and stood out to be a competitive candidate for the role entrusted in me.

**Major Achievements**

* Streamlines procedures and best practices include HR Policies, Nationalization and Manpower planning and internal controls.
* Recruited a good number of UAE Nationals for the organization.
* Medical and Life insurance scheme newly implemented TransAD employees & dependents in the year of 2007.
* Developed and implemented performance appraisal system.
* Planning and restructuring departmental organization chart for various departments.
* Purchase Requisition, Quotation evaluation, Technical and commercial Tender Evaluation, attended tender opening, updating all Contracts details.
* Participated in Tender Opening for various projects both Technical and Commercial Tenders.

**Academics & Others**

* Bachelor of Arts English

(University of – , India- 1996-1999)

**Computer Proficiency**

* MS Office-Word, Excel, Access and Power Point

**Language Proficiency** English, Hindi, Malayalam, Tamil, & Arabic (understandable)

**Professional Experience**

**Organization : Organization TransAD**

**(Centre for Regulation of Transport by Hire Cars)**

**Designation : Senior Admin coordinator**

**Tenure : July 2007 till Date**

**Professional Experience**

*Highly professional governmental organization working under the guideline of Department of*

*Transport Abu Dhabi, functioning as a regulatory authority of public transport in Emirate*

**Key Job Responsibilities:-**

**General Service and Contracts Division – TransAD 2013 July to till date**

* Drafts Board Resolution and minutes of meetings for corporate clients and franchises, draft/type committee agendas, resolution, report memorandum, agreements, contract and other correspondence.
* Providing general administration support to the Center Director arranging the meetings calendars for establishing meeting times and locations, and other requirements as per the meeting where ever needed.
* Entering Invoices and coordination with our finance department for the payment process and provide accurate documents.
* Purchase Requisition, Quotation evaluation, Technical and commercial Evaluation, attended tender opening, updating all Contracts details.
* Department employees leave replacement for Officer, Senior Officer Level.
* Arranged Products/Services based on the requirements of different Departments.
* Ensuring proper and open communication with the related departments in order to ensure smooth running of the purchasing.
* Participated in Tender Opening for various projects.
* Safe Custodian of Tender Documents.
* Handling Petty Cash.

**Human Recourses Division since June 2007 to till 2013 June**

* Fully involving and taking the responsibility of administrative and back-up support to the HR Department in a pleasant and professional manner, through oral and written communication with the strong interpersonal skills.
* Responsible and providing high level administrative support for employee benefits programs such as Medical and life insurance for the entire employees.
* Responsible for work force planning, recruitment & selection practice and HR database update process including preparing offer letter, employment contract, welcome note, record management keeping highly confidential files hardcopy and electronic archive system,
* Providing assistance and support for payroll process such as preparing offer letter, payroll management, salary advance, leave planning, annual leave, salary certificate preparation, taking attendance management system report and integrating with payroll, updating salary payments etc.
* Responsible of opening employees bank account, employment letter, amendment of bank account.

**Organization : Higher College Of Technology**

**Designation : Admin Assistant**

**Tenure : Oct 2004 – June 2007**

**Key Job Responsibilities:-**

* Responsible for the day to day administration work of the Education Department, AQD, HCT.
* Processing the petty cash & Purchase Requisition.
* Attending **IELTS** ( International English Language Testing System) candidates and giving them guidance and orientation about the test and application
* Arranging all the necessary documents and admin job for IELTS Candidates such as Registration of candidates, Preparing material for Exam, collecting fees, exam conformations, sending exam materials to all the centres, Entering Marks, preparing certificates etc..
* Updating the Additional Duties and Contract Information in Curriculum Management System (CMS).
* Preparing the materials for conferences and meetings for the directors.
* Ordered complete Text books for Education division and locating names of Authors of the respective text books from an online data base.
* Update School Details for the Corporate School data base, preparing Teaching Practice Booklets for each semester
* Checking the Assessment Handbook for semester one and two for any errors in formatting, spelling etc....
* Assisting PET ( preliminary English Test) candidates for distributing speaking cards and speaking bubble sheet and all other administrative part collecting fees, test report forms, arranging test material, sending confirmation to candidates and various campus, data entry of marks.

1. **Organization : Abu Dhabi Commercial Bank (ADCB)**

**Designation : Executive Secretary**

**Tenure : March 2004 - Sept 2004**

**Key Job Responsibilities:-**

* **Reporting and Assisting Head of Corporate Banking Group**
* Preparing the minutes of Executive committee meeting and distributing to all the heads of each division and managers
* Preparing weekly and monthly report for credit proposal and approvals, maintaining relevant documents and database
* Handling department petty cash and maintain supporting documents and data,
* Preparing the weekly monthly call report and provide the lead to credit officers
* Drafting internal memo and business communication as per the nature of business or matter
* Providing confirmation and appointment as per the business needs.

1. **Organization : Varco Al Mansoori specialized Services - UAE**

**Designation : Executive Secretary**

**Tenure : Dec 2003 –Feb 2004 (Leave Replacement)**

**Key Job Responsibilities:-**

* Preparing and processing local and international purchase order
* Tracking the shipments and delivery of the consignments, attending shipment orders and preparing LPO.
* Preparing appointment letters, experience certificates, leave records,
* Attending meetings and preparing Minutes of meeting, preparing memos and Letter drafting
* Providing the assistance to HSE department for all the admin work including certificate preparation, letter drafting etc.

1. **Organization : Al Hamed Group of Company - UAE**

**Designation : Admin Coordinator**

**Tenure : Jan 2002 -Nov 2003**

**Key Job Responsibilities:-**

* Responsible for complete office administration
* Verifying the quotation , vouchers, Invoices etc. handling purchase order agreements, attending all the enquiry and providing the information on behalf of GM in his absence
* Drafting all the office and business correspondence, scheduling meetings with clients and managers
* Keep tracking of Bank Guarantees, postdated Cheques Etc.
* Scheduling appointments and arranging the flight confirmation
* Maintain department requisition and distributing office stationary & supplies

1. **Organization : Middle East Petroleum Contraction Company - UAE**

**Designation : Admin Assistant**

**Tenure : July 2000 -Oct 2001**

**Key Job Responsibilities:-**

* Carried out all administrative jobs, attending calls, preparing memos, drafting letters.
* Coordinating between various site offices and providing all the necessary support.
* Maintain the time sheet and leave records for all the employees in the admin office and site office.
* Providing assistance for purchasing office supply as well as distributing to the office up on request.
* Maintain the records in a proper archive system.
* Following all the E-mail communication for MD and provide appropriate replay as per the guidance.
* Updating the status of all the on- going and forthcoming tenders and projects.

**Personal Details:-**

Date of Birth 12th Sep 1977

Nationality Indian

Visa Status Husband Sponsorship

Hobbies Traveling, Music,

Holds Valid UAE Driving License