**CAREER OBJECTIVE:**

A highly-organized administrator with proven office management skills and lots of initiative. Able to deal with people at all levels and capable of ensuring the office runs like clockwork. Experience of organizing and supervising of the administrative activities in a busy office environment, all within budget and to tight timescales.

Knowledge of using a range of office software, including email, MS office Excel, Word databases and auto CAD. Currently looking for a suitable office Management position with a reputable company.

**PROFESSIONAL EXPERIENCE:**

**Present Job:**

**Currently working as an Office Manager cum Project Coordinator in MAM Electrical & Mechanical Contracting Establishment, Ras Al Khaimah, U.A.E from June 2003 to till date**

**Job Responsibilities in MAM Electrical & Mechanical Contracting Establishment includes:**

* Overall responsibility for the smooth running of the office. Making sure that all office systems are managed and maintained, including Staff Recruitment Files; Stationery Log and Stock Checks; Uniform Sales; Petty Cash; and Client Files.
* Producing documents, briefing papers, reports and presentations.
* Experience of managing a team of up to 6 staff members.
* Organizing and maintaining diaries and making appointments.
* Staff administration including holiday and sickness tracking.
* Assisting with the preparation of the monthly management accounts.
* Monitoring of staff timesheets time in lieu and holidays.
* Organizing meetings and ensuring senior managers are well prepared for them.
* Maintaining & developing the office filing systems both on paper and computer. To identify, plan and execute implementation of new business streams.
* Ensuring that any concerns or complaints are dealt with appropriately.
* Involved with recruitment; dealing with ad responses, sourcing potential
* Preparation of Tenders & quotations for new and renewal Electrical Contracting business, submitting and negotiating with the clients and Government Officials along with Project Engineer.
* Estimation of Jobs and monitoring the progress of work at the sites.
* Monitoring the issuing of materials as per job sheets requests.
* Maintain work force management with effective communications with all teams and ensure team morale.
* Follow up and answer contractual issues that arise during projects.
* Classify and evaluate all technical queries from subcontractor for submission to consultants.
* Follow up with sites on requirement & supply of materials, delivery date etc
* Independent correspondence with the clients, ,subcontractors and other Government officials
* Attaining and maintaining Customer Retention Level.
* Ensure co-ordination between staff to improve service quality and Turn Around Time (TAT).
* Maintaining office supplies, petty cash and office stationary stocks
* Entertain queries of other departments e.g. Accounting, I. T. or Legal department regarding Project issues.
* **Worked as Centre Manger Foresoft Solutions Software Training centre, Bangalore, India from August 1999 to Nov 2002.**
* **Worked as a Instructor in Computer Point Computer Education Center**

**Vellore, Tamilnadu, for the tenure of one year.**

**ACADEMIC QUALIFICATION**

* **B.Sc.,(Computer Science)**

Main Subjects : Computer Science, Mathematics, Statistics

University : Madras University, Chennai

Grade : First Class

Duration **:** 1996 - 1998

* **Diploma course in Multi User Programming**

Institution : Computer Point Institute, India

Grade : ‘A’

Year : 1998

* **Diploma Course in Auto CAD 2000**

Institution : USA Memory Systems, Chennai.

Grade : ‘A’

Year : 1998

**TECHNICAL SKILLS:**

Operating Systems : Windows98/2000/XP/7, MS-DOS.

Languages : C, C++, SQL, PL/SQL.

RDBMS : ORACLE 8.0.

GUI : Visual Basic 6.0, Access, Developer 2000, Internet

Packages : Auto CAD 2000, MS-Office (Word, Excel,

Power point).

**CAPABILITIES:**

* Working on deadlines
* Working well under pressure
* Receiving and carrying our complicated instructions and tasks
* Flexibility and originality of approach
* An Aptitude for attention
* Working equally well on own initiative or in a group

**PERSONAL PROFILE:**

Date of Birth : 18-05-1978

Marital Status : Married

Nationality : Indian

Languages Known : English, Arabic (Basic), Hindi, Tamil &

Urdu