**First Name of Application CV No 1638114**

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**OBJECTIVE:** To apply my knowledge and skills in order to serve and help the company to achieve its highest functional level and goal. To seek employment that will enable me to gain personal growth and development.

**EMPLOYMENT HISTORY**

**Aggreko UK Ltd.**   
Administration Supervisor  \_\_\_\_\_ January 2010 till date

***Job responsibilities***

* Assign duties to 3 Mail Room Assistants and ensure smooth functioning.
* Manage the Mail room budget of over 500,000 AED and ensure spend as per budget.
* Negotiate profitable rates for all consumables relating to Pantry & Stationery.
* Create RFQ and LPO’s for IT consumables/Pantry consumables/Stationery consumables and ensure delivery of consumables & payment is on time.
* Procurement of office stationery/pantry consumables/cookware and maintain inventory through Aggreko SharePoint intranet.
* Exercise general control over all activities in warehouse Department.
* Prepare requested supplies for deliveries to all branches locally and internationally.
* Check and receive purchased materials and to arrange for the storage in appropriate places.
* Ensure received quantity tallies with the system record.
* Check the system record with the actual physical stock or inventory at month ends.
* Coordinate with transport providers for Staff transportation
* Ensure the cleaning company carries out the duties as per our satisfaction and maintain cleaning schedules in the Aggreko Facility.
* Maintain a track of incoming and outgoing couriers.
* Arranging online gate passes in JAFZA for Aggreko staff & visitors
* Provide support to front desk by handling calls, walk in clients and providing safety induction
* Coordinating with site employees for their official & personal mails and dispatching accordingly
* Checking of Courier invoices and allocating cost as per the departments
* Liaise with the maintenance team to sort out any maintenance issues
* Organising the Board room for senior management meetings ( IT peripherals, Refreshments, Lunch and other supplies as & when required)
* Ensure office equipment (photocopiers, Fax machines, shredders, Coffee machines refrigerators, dish washers) as covered under maintenance contract.

**Aggreko UK Ltd.**   
Mailroom/Admin Assistant  October 1999 to December 2009

***Job responsibilities***

* Maintain 5S (Workplace Organization Method) in the Mail Room, Supplies Storage Area and Pantry
* Serve refreshments to all employees and visitors
* Maintenance of coffee machine, microwaves, dish washer and refrigerator
* Distribution of mail in all buildings and franking of post & Keeping track of incoming courier
* Relieve receptionist and security guard during their lunch break, leave days etc.
* Assist employees by photocopying, laminating, providing stationery, etc.
* Issuing of stationery to all departments
* Setting up of board rooms and other meeting rooms
* Assisting in office shifting
* Drop off and pick up of Aggreko employees and guests to Middle East office and other offices
* Maintain a track and Dispatch shipments / mail to Aggreko sites and various locations

**PREVIOUS EMPLOYMENT HISTORY**

**Cactus Cantina** (Mexican Bar & Restaurant) Rydges Plaza Hotel, Dubai – U.A.E.

(Member of the Australian chain of Hotels)

Steward Supervisor: June 1995 - September 1999

**Job Responsibilities:**

* Attending and co-ordinating with guests with regard to their orders & daily menus available
* Setting tables for parties & Cocktails
* Setting up of Buffet tables for theme parties
* Maintaining daily cash and keeping records according to the daily invoices and handovers to the supervisor before leaving for the day
* Maintaining the cash register and tally invoices for the entire month
* Meeting Sales targets

**EXPERIENCE IN INDIA**

Seven years experience in the hospitality industry in Goa, India working for reputed Five star hotels from 1988 to 1995.

**EDUCATIONAl QUALIFICATION**

Secondary School Certificate Examination 1987 – Goa, India.

**PROFESSIONAL TRAINING**

* Certificate Course in “**Customer Expectation & Developing A Positive Attitude”**
* Diploma in **MS Windows 2000** - (MS Office)
* Training in “**Medic First Aid & Fire Safety**”
* Diploma in “**Customer Service Skills**”
* Certificate Course in Fire Fighting – Eurolink
* Certificate Course Team Leading – ILM

**RELEVANT SKILLS**

* Great interpersonal skills
* Hardworking and dedicated
* Patient and punctual
* Strong Customer focus
* Team player
* Good management skills
* Good knowledge of MS-Excel and Word
* Safe maintenance of confidential reports
* Excellent call handling and switchboard skills

**KEY ACCOMPLISHMENTS**

* *Cost Control through revised prices of stationary*
* *Supported and sustained 5S implementation*
* *Trained and supervised three junior employees in all facets of mail handling*
* *Supported front desk on holidays and off days*

**PERSONAL DETAILS**

Date Of Birth : 30th January 1970

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Konkani

**HOBBIES**

Playing Football, Listening to Music