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|   | **First Name of Application CV No 1638714**Whatsapp Mobile: +971504753686 New_logo.gifTo get contact details of this candidate Purchase our CV Database Access on this link.<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>  |

**CAREER OBJECTIVES**:

Seeking a challenging position as Executive Secretary, HR & Administration & Accounts where I can really prove myself with my abilities and also where I can exploit my expertise to carry out my duties professionally and expand to a successful career.

**CAREER SUMMARY:**

* 6 years experience as Executive Secretary to Managing Director.
* 2 years experience as HR/Administrative Assistant to HR Manager.
* 4 ½ years experience as Office Assistant in Accounts to Accounts Manager
* 1 ½ years experience as Data Entry Operator to IT Manager/Accounts Manager.

**Hassan Juma Backer Trading & Contracting Co. LLC, OMAN.**

**(One of the leading Civil, Electromechanical and Project Management Co. in Muscat)**

**May- 2009 to Sept-2015** - **Executive Secretary**

*Job responsibilities*:

* Receiving all incoming/outgoing documents and reporting to Managing Director
* Daily updating the log for all incoming/outgoing letters and other documents.
* Attending telephones, Faxes and other office routine works daily.
* Informing all official/scheduled meeting to the concerned Managers.
* Preparation of Letters, Minutes of meeting, Circular, Offer letters & Warning letters etc.
* Sorting and distribution of incoming Enquires, Letters, E-mails & Minutes.
* Proper updating in the expedition document control in Excel format.
* Daily Manpower status updating & reporting to Managing Director
* Keeping diaries and arranging appointments.
* Typing, filing and other secretarial duties that arise from time to time.
* Making material request for Office stationeries, Office equipments & registering same.
* Co-ordination with all concerned department when required Managing Director
* Performs other related duties as needed upon request by Mangers.
* Self-Correspondence, Faxes, Couriers, e-mail, scanning of documents and proper filing etc.

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**DODSAL Engineering & Construction Pte. Ltd. (EPC), QATAR.**

**(A Dubai based Multi-National Co. Oil & Gas Project)**

**May-2006 To Mar-2008** - **HR & Administrative Assistant.**

*Job responsibilities:*

* Maintaining & updating a Personal File of each employee.
* Renewal of Visa, Passport and Labour ID.
* Preparation of Leave/Full & Final Settlement and Booking of Air-Ticket
* Manpower reconciliation with Head Office record as a category-wise.
* Keeping the record of Sub-contractors and reporting to the Contract department.
* Daily Manpower strength confirming with HSE department & planning section.
* Daily attendance data collecting from all machines and updating the same for salary purpose.
* Updating all Employees’ Personal Data in to the HR Package.
* Issuing circular and warning letter as per instruction from HR/Administration Manager.
* Making MR and PPE request and submitting to the concerned Manager.
* Handling labours, site issues via time-keeper with concerned project area.
* Proper Co-ordination with regards to Mobilization and Demobilization.
* Co-ordination with Accounts, PRO, Transport & Camp Boss etc.,

**ELKAY Garments Accessories Inds. LLC, Sharjah, UAE.**

**(One of the Garments Accessories & Mfg. Industries).**

**July-1999 To Jan-2004 - Office Assistant - Accounts.**

*Job responsibilities:*

* Processing supplier’s payment in accordance with the terms of contract/purchase order.
* Preparation of Cheques, Bank/Cash and Journal vouchers etc.
* Data Entry of all Receipt & Payment vouchers into the Accounting Package via ERP.
* Making Fund Transfer Letters & Telegraphic Transfers.
* Distribution for Cheques/PDC & Advance payment to various suppliers.
* Maintaining Cheques issued Register and PDC.
* Collecting suppliers Statement of Accounts and reconciliation with Ledger account.
* Proper co-ordination with Audit Department, Purchase and Store.
* Handling Petty Cash and maintaining the Register and reconcile with Head Office.
* Making monthly statement for expense-wise as per requirement of Finance Manager.
* Generating all reports with regards to the above and reporting to the Finance Manager.

**Rajasthan Metal Industries Pvt. Ltd, INDIA.**

**January-1998 To May-1999 - Data Entry Operator – Accounts.**

*Job responsibilities:*

* Data Entry – Sales, Purchase, Bank, Cash & Journal Vouchers etc.
* Preparation of Delivery Orders, Sales Invoices, LPO & GRN.
* Monthly Sales Outstanding statement reporting to concerned Sales person.
* Follow up on debtors account receivable on due dates.
* Receiving materials from suppliers and proper checking with LPO.
* Stock taking and making the statement.
* Maintaining goods inward/outward registers in the System.
* Handling petty cash & making the payment vouchers.

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**EDUCATIONAL QUALIFICATION**:

S.S.L.C, Passed from Kerala Education Board, Kerala, India.

Graduated in Bachelor of Commerce from University of Calicut, India.

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**COMPUTER SKILLS**:

**MICRO SOFT OFFICE** from DATATEC Computers, Kerala from 10-4-1996 to 20-09-97.

**OFFICE AUTOMATION** from IICT Computer Division, India.

Microsoft Windows, Networking, E-mail & Internet.

Software Tally 7.0, ERP and other Financial Accounting Packages.

**Microsoft Outlook Express** and having Excellent **Typing speed in English 65 w.p.m.**

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**HSE COURSE ATTENDED**:

1. HSE Induction

2. General Safety

3. Emergency Response Team

4. Working at Height

5. H2 S Gas etc.

**Certificate of Appreciation Received from JGC, Dolphin Project for 10,006,851 Man-hours without LTI.**

**PERSONAL INFORMATION**:

Nationality : Indian

Gender : Male

Religion : Christian

Marital Status : Married

Place of Issue : India.

Languages : English, Hindi, Malayalam and Arabic.

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