Sunilkumar

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| **OBJECTIVE** | A suitable position as**OfficeAssistant / Driver** with a reputed organization where my past experience will have valuable application |

**PROFILE SUMMARY**

* More than 17years of total experience in Admin / Office Assistant in U.A.E.
* Self motivated, responsible, creative flexible and able to work independently.
* Holding a valid U.A.E Driving License.
* Friendly, flexible & hardworking.
* Have good manners and etiquettes.
* Young, energetic & enthusiastic.
* Have excellent customer service skills.
* Skilled and capable of working under pressure
* Working with team in a professional manner.

**EXPERIENCE SUMMARY**

* **Store / Office Assistant,** at Abela& Co Dubai, September 1998- February 2008
* **Admin: Assistant, at Emirates Laboratory, June 2008 to Feb: 2014**
* **Office Clerk at GECKO ME, Dubai, July 2014 – till Date**

**JOB PROFILE as Office Assistant**

* Preparing all staff time sheets / OT summary on weekly / monthly / project basis.
* Preparing all staff Training Chart / HSE Training on Monthly / Quarterly / Yearly schedule.
* Maintaining reviews and updates of staff training records.
* Maintaining and arranging staff personnel files.Eg: Visa / Passport updating, Medical and vaccination,Leave schedule etc…….
* Supervision of all transport requirements and Staff accommodation.
* Arranging staff Tool Box Talk, Scope of Work and Risk assessment on daily and weekly basis.
* Preparing and approving on site Scope of Work and Risk assessment
* Ensure that all contract staff sickness, absence and holidays are reported in line with company procedures.
* Reacts positively to all client and customer feedback always dealing with the any issues in an effective and efficient manner and also to encourage the same in line with Company procedures.
* General cleaning of sites area internally and externally.
* Ensure ablutions and facilities are cleaned and maintained to a high standard.
* Disposal of waste and debris in the specified areas and in accordance with regulations.
* Operate in a safe manner without endangering other personnel, installing warning notices and equipment where necessary.
* Ensure the specified and correct uniform and/or protective clothing is worn at all times.

**Working Relationship:**

* Maintain proactive relationships with Colleagues as required.
* Ensure good communications are maintained with the Supervisors.
* Support and assist the Supervisors where necessary.

**Job Responsibilities / Accountabilities**

* Deliver presentations
* Assist in the Preparation and delivery of Proposals
* Negotiate and close business deals
* Maintain extensive knowledge of current market conditions and report findings to key staff within the business.
* Support the senior management team that sets the company’s strategic direction
* Support and contribute to business development initiatives that are consistent with the company’s overall strategy
* Maintain awareness of industry, competition and market conditions and leverage current relationships to develop new business opportunities
* Generate sales leads and prospective clients
* Revenue generation and strategic partnerships development
* Manage complex contract negotiations and work with the legal counsel as required
* Secure new and profitable business

**Working Relationship**

* Support and cooperate with other members of the business development team to achieve the shared, desired goals of the team
* Work with the Business Development Director and key senior managers regarding overall growth strategy
* Fulfill set objectives relating to direct reports
* Ensure clearly defined objectives are followed
* Ensure communication lines are effectively utilised to keep both the Client and the team aware of developments
* Act as the key point of contact for large potential clients
* Contribute to the development of the work ethic, culture and values of the sales and business development team.

**JOB PROFILE as Store Assistant**

* Coordinated towards receipt & delivery of materials.
* Coordinated in movement of materials in store.
* Handled materials receipt from vendors.
* Ensure safe loading of materials and placement in assigned location.
* Verify received materials to ensure they are as per purchase order / materials requisition order.
* Supervise packing of materials & sign delivery notes.
* Assist in periodical stock taking.
* Issue materials against material issue vouchers.
* Maintain filing system.
* Identify and dispose scrap materials.

**JOB PROFILE as Office Clerk**

* Answer telephone calls and divert them to the right personnel in the absence of Receptionist.
* Filed correspondence and other records.
* Receive and send fax.
* Make and record appointments.
* Operate office equipments such as photocopiers, fax machines etc.
* Deal with banks for depositing Cheques/cash.
* Deal with post office.
* Keeping the office clean.
* Show hospitality to guests.
* Responsible for the office stationary supply to staff.
* Also worked as Timekeeper where I handled check in and checkout of tenants & visitors.
* Report any maintenance work to Real Estate office and supervise the work to ensure that the issue is fully solved.

#### **EDUCATION**

* ITC (Fitter) - National Council for Vocational Training India.
* Pre- Degree (Commerce) M.G. University, Kerala (Two year Course 1992-94)
* SSLC from Board of Public Examination, Kerala

**COMPUTER SKILLS**

* MS Office& Excel Applications
* Internet & E-mail Applications

**Personal Details:**

Date of Birth : April 03, 1976

Nationality : Indian