**Curriculum Vitae**

**Harish**

**Office Administration & Logistics Manager**

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| Summary | Enthusiastic and energetic professional versed in Administration & Human Resource emphasizing in process improvement to increase profits and cost control to meet the demand in lieu with ISO requirement and International quality standards. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs.  Now looking for a new and challenging position, one that will make best use of existing abilities and knowledge and also further my career and professional development**.**  **Office Administration & Logistics Manager**   * Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary, administrative assistant and office clerk. * Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line. * Offer advanced computer skills in MS Office Suite and other applications/systems.   **KEY SKILLS**   |  |  |  | | --- | --- | --- | | * Office Management * Teambuilding & Supervision * Staff Development & Training * Policies & Procedures Manuals | * Report & Document Preparation * Spreadsheet & Database Creation * Accounts Payable / Receivable * Bookkeeping & Payroll | * Records Management * Meeting & Event Planning * Inventory Management * Expense Reduction | |
| **Experience** | **Office Administration Manager**  October 2003- 2014 March  July 2001 – September 2003– Admin Assistant  **Mahadev Industries PVT LTD.**  Repeatedly promoted during 11-year tenure with Mahadev Industries PVT LTD, culminating in current responsibility for coordinating all office functions and supervising a team of four administrative professionals.   ***Responsibility***   * Handle the work when staff members are on leave and dividing the work among those who are present in the office * Getting involved in the training and skill development process for the staff members * Assisting in the organizational and space planning for existing and new staff; * Overseeing monthly payroll of 100 staff; * Ensuring compliance to employment regulatory concerns and reporting; * Ensuring appropriate employee communication and relations; * Organising and supervising the administrative activities that facilitates the smooth running of the office; * Planning, assisting, monitoring and managing staff as required by administration functions and controlling any expenditure that has to do with office work plus hiring support staff. * Writing administration letters and reports; * Supervising the work of support staff, monitoring their workload and performance; * Meeting and corresponding with senior project managers and line mangers; * Organizing the recruitment of new staff and ensuring their proper induction; * Controlling the office supplies budget; * Conducting appraisals of support staff, assisting line managers with carrying our appraisals, and preparing performance review letters for all staff     **Work Shop In charge**  Deebaj Furniture LLC Dubai  December 2014 to September 2015  ***Responsibility***   * Overseeing monthly payroll for staff * Maintaining office stationary, electrical equipment and office furniture * Preparing Monthly expense reports and handling bookkeeping. * Creating orientation programs and presentations for newly hired employees * Maintaining Close relation with HR Department for labor visa renewal annual vacation. * Maintaining workshop in clean and tidy manner to void any Penalties from Local Civic Law for waste and Fire Hazardous management. * Working with the safety manager to provide employee safety;   **Office Administration & Logistics Manager**  Splice General Trading LLC Dubai.  September 2015 to present. |
| Education | ***Responsibility***   * Check stock on arrival to ensure shipment correct * All orders are processed in full on time * Ensuring sufficient stock is available to cover orders * Ensuring work is completed on time to enable the service levels to be met and the shift to be successful * Ensuring collections from customers are done on time * Process returns from other channels * Ensuring all performance measurements are met * Ensuring replenishment occurs during their shift to ensure efficient service * Handle the work when staff members are on leave and dividing the work among those who are present in the office * Getting involved in the training and skill development process for the staff members * Assisting in the organizational and space planning for existing and new staff; * Overseeing monthly payroll of 25 staff; * Ensuring compliance to employment regulatory concerns and reporting; * Ensuring appropriate employee communication and relations; * Organising and supervising the administrative activities that facilitates the smooth running of the office; * Planning, assisting, monitoring and managing staff as required by administration functions and controlling any expenditure that has to do with office work plus hiring support staff. * Writing administration letters and reports; * Supervising the work of support staff, monitoring their workload and performance; * Meeting and corresponding with senior project managers and line mangers; * Organizing the recruitment of new staff and ensuring their proper induction; * Controlling the office supplies budget; * Conducting appraisals of support staff, assisting line managers with carrying our appraisals, and preparing performance review letters for all staff   **High School & Secondary school** |

**Personal Information**

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| **Gender** | Male |
| **Date of Birth** | 07 August 1979 |
| **Nationality** | Indian |
| [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif |  |
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