

**Profile**

**14 years of experience in providing Administrative Support to**

**Multi National Construction Companies, Trading and Production Industries, Facilities Management Services, ITES Companies in Middle East and India**

**Key Skills**

🟅 Administrative Functions🟅 Documentation Skills🟅Heavy Equipment & Vehicle Administration 🟅 Secretarial Operations 🟅 Office Functions 🟅 Strong Interpersonal Skills 🟅 Communication Skills 🟅 Liaison /Coordination🟅 Sound Knowledge in Computer and Business Soft wares

**Computer Skills**

|  |  |
| --- | --- |
| Operating System | M.S. Windows |
| Office Packages | M.S. Word, M.S. Excel, MS Power Point, MS Outlook and Internet. |
| Database  Web Development  DTP Packages | Dbase and SQL  HTML, Front Page  Hardward Graphics, Adobe Photo shop, CorelDraw and Adobe PageMaker and ISM. |
| Accounting Software  Application Software  **SAP** | Tally ERP 9, Peachtree and QuickBooks  Oracle ERP Equipment and Vehicle Administration Module  **SAP Business One Certified Functional Consultant**  Hardware and Networking  Maintenance Management System  Working knowledge in Novell Network, MS network environment |

**EXPERIENCE**

**Infosoft Solutions, Kasaragod, Kerala, India Jan 2016 to** Key responsibilities

* Tender Browsing and Collect the Tenders.
* Prepare the entire documentation work like Checklists, Statements, Declaration Form, Covering Letters, EMD’s, etc….
* Submitting the tenders through Online \ Offline
* EMD & Bank Guarantee Follow ups
* Ensuring timely preparation of Work Orders & Sale Orders as per the customer Purchase Order copy and distribute the same to all concerned.
* Preparing Quotations according to the Tender requirements.
* Management – Administration – Sales - Execution of Digitization Projects

**Neotek Solutions, Calicut, Kerala, India Jun. 2014 to Sept. 2015**

Key responsibilities

* Management – Administration – Sales - Execution of Digitization Projects

**Datasure India Infotech Pvt. Ltd, Calicut, Kerala, India**. **May 2013 to Dec. 2013**

**Asst. Admn. Manager**

Key responsibilities:

* Operations support, Perform day-to-day administration support needed by the Manager and other staff
* Employee Attendance Tracking
* Selection of Vendors and Payment follow-up
* Liaison with other Government Offices
* Responsible for updating administration databases
* Develop, implement and maintain a reference number and filling system in conjunction with Operational requirement
* Ordering office stationeries
* Receive, screen, direct and relay telephone calls and fax messages.
* Receive, greet and direct guests and maintain customer relations organize

**KHARAFI NATIONAL, ABUDHABI Jan 2007 - Feb.2011**

**Plant Administrator**

***Key Accountabilities:***

* Efficiently liaised and coordinated with Equipment Division Supervisors for fulfilling vehicle/equipment demand/request received from cost centers after validating them.
* Ensures request end returns for all Fleet Management vehicles and equipments are received and on time.
* Operation assistant for the 250 light and heavy vehicle and 300 heavy and medium equipments.
* Proficient in preparing invoices of vehicle/equipment for cost centres in conformity with company policies and procedures while ensuring accuracy.
* Interfaced with designated agents and representatives to ensure smooth execution of matters pertaining to insurance and registration of vehicles / equipment.
* Entrusted with the responsibility of preparing and generating correspondence regarding vehicle and equipment accidents and insurance related issues.
* Accountable for preparation & upkeep of documentation for subcontractor’s payments within stipulated time frame; also ensuring smooth execution of overall functions.
* Lead efforts to streamline general administration of equipment division by scrutinizing flaws and devising strategic measures for betterment.
* Vehicle Maintenance Tracking, Supervision of Drivers, Fuel Controlling and UAE Traffic Law Compliance.
* Prepare year end scrap list of equipment and vehicles and Forecast for the new year budget allocation.

Worked and associated with the following Construction, EPC and Facilities Management projects in Abu Dhabi and Dubai

* Gasco-**Habshan 5" Integrated Gas Development Project.**
* EPC of Al Sowah District Cooling Plant and Sewage Treatment Plant at Sadiyaat Island
* ADWEA Sewerage Treatment BOOT project in Abu Dhabi and Al Ain
* ADNEC **Capital Tower Infrastructure**
* MUBADALA CAPITALAND **Rihan Heights District Cooling Plant**
* **Danet Abu Dhabi District Cooling plant**
* **Aldar Head Quarter Building**
* **Aldar Central Market (9) JBI Banniyas Office Tower**
* **Facilities Management of Al Yasmina School (Aldar Academies)**
* **Facilities Management of Abu Dhabi Police premises**
* **ADIA Headquarter Buildings**
* **CUC 1 & CUC 2, Jebel Ali International Airport (14)** AL FUTTAIM CARILLION – Dubai Festival City

**CORODEX GROUP OF COMPANIES, DUBAI, U.A.E. Jun 1998 - Feb 2002**

**Secretary**

**Key Accountabilities:**

* Accountable to report directly to the Divisional Manager regarding ongoing operation; proficient in handling whole gamut of secretarial functions with exposure to handling data entry and typing assignments.
* Adept at handling day-to-day general correspondence like letters, faxes, Emails etc;
* Answers incoming telephone calls to the office and either assists the caller or transfers to the appropriate person. Takes and conveys messages and answers general queries in a pleasant and efficient manner.
* Drove effort towards making air travel arrangements while coordinating with travel agencies, airlines etc; efficiently discharged duties as Incharge of vehicle arrangement of the division and ensured all time availability of vehicle to ensure uninterrupted functioning.
* Instrumental in managing and handling petty cash and office stationery.
* Responsible for proper filing and maintenance of agency agreements & workers records while facilitating easy retrieval whenever required.
* Efficiently rendered assistance to the Divisional Manager, Section Engineers, and project Engineers in managing office and project operation at ETISALAT, EMARAT, ADNOC, ADDC DUBAI AIRPORT, GAMCO, ADWEA etc.,
* Maintained regular co-ordination with Accounts Section, PRO, Stores and Production facility to ensure smooth and timely operations.
* Entrusted with the onus of issuing Local Purchase Orders with various distributors in UAE and Company’s Principals across U.S.A, U.K and other European and Asian Countries.
* Ensured smooth working and timely deliveries while coordinating and following up with freight forwarders and Principals across USA, U.K and other European and Asian Countries.
* Preparation of Prequalification Submittal for above clients
* Tender Documentation.
* Preparation of Drawing Submittal for Client and Consultants
* Preparation of Technical Submittal for Client and Consultants
* Preparation of O and M Manual for fire fighting and Fire Alarm Projects
* Issuing and Registering various Transmittal
* Maintaining electronic folders and directories, tracking and retrieval of documents and drawings
* Maintain registers of all receipts and issues or submissions of documents and correspondence in compliance with ISO Standard**.**

**Associated Projects:-**

* ETISALAT, EMARAT, ADNOC, ADDC DUBAI AIRPORT, GAMCO, ADWEA

**GULF ENGINEERING COMPANY W.L.L., SAFAT, KUWAIT. Jul 1994 - May 1998**

**Computer Operator / Secretary**

**Key Accountabilities:**

* Instrumental in handling whole gamut of computer operations; efficiently performed miscellaneous computer related clerical jobs.
* Responsible for manipulating Maintenance Management Software.
* Proficient in handling and maintaining appropriate filing system to facilitate easy retrieval of records whenever required; handled updation of the detailed files as required for specified functions.
* Deftly maintained effective coordination between Site Office and H. O of the Company to ensure smooth working.
* Expertise in handling project related secretarial jobs at both maintenance and sites.
* Adept at handling routine correspondences and accordingly made replies.

**M/S. KRISHNA RAJAN AND SONS, CALICUT, KERALA 1993 - 1994**

**Office Assistant**

* Assists the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.
* Respond to any online or telephone queries
* Liaison between other departments and the client to provide the service most suitable to the client’s needs, cost and time restraints.
* Working closely with the Sales team to assess the progress of the department and develop Sales strategy accordingly.
* Produce reports on progress within the department and outline any developed strategies to improve.

**Education**

* **Bachelor of Arts (Economics) – 1991 (Calicut University)**
* **Diploma in Business Accounting – 2011-12 (Accountants Training Institute, Calicut)**

**Other Professional Skills**

* Typewriting English Higher Grade - (Board of Technical Examination Kerala State.)
* Keyboard Typing Speed 45 to 60 WPM (English)
* Proficient in operating EPABX System, Photocopy Machine, Fax & Scanner
* Languages Known: English, Hindi, Arabic and Malayalam

**Personal Details**

Date of Birth: 15th May 1970

Nationality – Indian



**Job Seeker First Name / CV No: 1766250**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

