ULLAS

[ULLAS.300240@2freemail.com](mailto:ULLAS.300240@2freemail.com)

Objectives

To pursue a career with a professional organization, which encourages individual growth and to attain a position of authority and responsibility in the field of Office Administration utilizing the past and current experiences.

Profile

Self-motivated and hard working with a zeal for professional progress and career advancement through determination and dedication.

PERSONAL DATAS

Age & Date of Birth : 43, 26 April 1973

Nationality : Indian

Gender : Male

Marital Status : Married

Languages Known : English, Hindi, Malayalam & Tamil

ACADEMIC

* Bachelor’s Degree in Commerce from Calicut University, Kerala, India
* Secondary School Leaving Certificate from Secondary School Board, Kerala, India

Computer Proficiency

* MS Windows XP, Windows 2000
* MS Office (Word, Excel & Power Point)
* Oracle and Company Software (RBS)
* Adobe Page Maker
* Internet Operations
* Demonstrated Strengths
* Office Administration.
* Ability to organize, co-ordinate, implement and control work related activities.
* Capability of adapting new environments and grasp work quickly.
* Experienced in working critical and emergency situations.
* A natural team worker in a diverse multicultural community and capable of working owns initiative and meet strict deadlines.

CAREER HISTORY

Dubai, U.A.E (From 11/07/2007 till date)

Positions Worked : Document Controller, Sr. Document Controller & Administrator

Main Job Responsibilities

* Project documents verification, preparation of necessary documents for job accounting, documents distribution to the various departments like Sales, Authority Submission, Commercial, Drafting, Projects, MEP & Fire Fighting. Also keeping a track of all the project details.
* Assigning project in charges by discussing with Operations Manager according to the locations, work load and handing over the execution files to them with all approved drawings & necessary documents. If the profit margin is less than the management policy, special approval taking through the Operations Manager.
* Arranging the project insurance for CAR coverage and preparation of documents for the damage claims by coordination with Insurance department.
* Interacting with Sales, Projects, Purchase, Commerce, MEP & Insurance departments.
* Preparation of complete documents for ISO Auditing as per the Standard Operating Procedures of the Company.
* Preparation of taking over certificates as per the ISO format and the follow up.
* Maintenance of complete filing system with documents such as job card, contract, approved drawings, insurance policy, taking over certificate etc (Both hard & soft copies)
* Preparing minutes of the meeting, project reports, preparation of monthly invoices and follow-up with sales for payment collection.
* Labour allocation, coordination with drivers for site pickups & timely materials delivery to the site.
* Preparation of necessary M.I.S. reports for the management.
* Preparation & arrangement of necessary documents for Tender submission such as prequalification, organization chart & bank guarantees and Marinating a profit margin log of all tendering projects and notifying the management, if there is any fluctuation while job awarding.
* Proper filing of all Tender documents both hard & soft copies.
* Marinating a bank guarantees log of all tendering & awarded projects and notifying the management for timely renewal and returning to the banks.
* Preparation & maintenance of necessary H.R. related documents such as joining reports of new employees, performance appraisal of employees, leave applications, leave planner, clearance forms etc.
* Coordination with Admn. department for employees’ facilities such as P.C, E-mail access, Vehicles etc. as per provided offer letters. Maintain an updated log.
* Coordination with P.R. department for employees’ visa, labour card & passport renewal. Maintain an updated log.

Al Attas Contracting & Gen. Maint. Establishment, Abu Dhabi, U.A.E – from October 2003 till November 2006 as Executive Secretary.

Main Job Responsibilities

* Providing executive assistance to the Project Manager’s office.
* Types letters, statements, reports, etc. from drafts provided. Types internal forms, memos and letters.
* Establishes and maintains the filing system for all activities. Carries out filing of all incoming and outgoing correspondences and reports in respective files to maintain updates filling system.
* Coordinates with Main Stores and Purchasing regarding any supply/material needs. Processes purchase requisitions. Maintains and distributes office stationary and ensures proper replenishment of supplies.
* Prepares and processes leave applications, duty resumption advices.
* Processes daily attendance record keeping for all employees. Notifies the Manager.
* Receives any visitors calling at the office and directs them to the right people. Answers and directs telephone calls. Takes messages and processes them as directed.
* Keeps Manager’s schedules, organizes meetings and invites all concerned parties.
* Processes invoices received from suppliers and forwards them to Finance after Manager’s signature.
* Assisting the Project Manager in pricing the Bill of Quantities.
* Submit materials for approval to Consultants/Clients
* Follow-up for submitted materials to consultants/clients for approval and arrange for timely delivery to site.
* Preparing the Programme of Work and Subcontract Agreements.
* Prepare monthly payment certificates of all projects and submit to the Consultants.
* Follow up for the payment from the Consultants.

**Nair Estate Consultancy, Mumbai, India** - From February 2000 to September 2002 as **Office Assistant.**

Main Job Responsibilities

* Complete telephone operations.
* Preparation & verification of the Agreements.
* Communicate with buyers, sellers and arranging the meetings for final deal.
* Correspondences with the customers and providing them proper project plans.

**Remi Sales & Engineering Ltd., Mumbai, India** – From February 1996 to February 1999 as **Sales Assistant.**

Main Job Responsibilities

* Maintaining the order booking log, preparation of quotations as per the enquiries and sending to the clients/dealers.
* Preparation of invoices, payment collection, making general correspondences etc.
* Coordination with service department for proper timely maintenance of the instruments/equipments.
* Preparation of Annual Maintenance Contracts with the clients.

**Alexcon Extrusions Limited., Mumbai, India** – From December 1994 to January 1996 as clerk.

Main Job Responsibilities

* Checking of share certificates with signature verification and other details.
* Endorsement of share certificates, transfer.
* General correspondences.