#### Sathish

#### [Sathish.321924@2freemail.com](mailto:Sathish.321924@2freemail.com)

## Summary

* ***Over 23 years of experience in U.A.E.,- P.R.O, Office Administration, Purchasing, and Accounting works as per the detailed resume given below:***
* ***I would like to establish myself to a challenging career with my above experience for providing maximum benefits to the organization along with personal and professional growth.***

**Professional Experience (Overseas)**

* ***Working as P.R.O. Administrative officer and Transport in-charge in Triangle Marine Services and Triangle Cables Middle East L.L.C. Dubai since March 2013 till to date.***
  + ***Visa -*** *Related works (Quota apply, processing, and cancellation).*
  + ***Administration -*** *Maintain staff records (both soft and hard copy), staff history, vacation allocation and accommodation. Invite CV’s for recruitments, select apt CV’s and recommend to management.*
  + ***Insurance –*** *Workmen compensation, Health and vehicle insurance. Invite quotes and finalize the best quote.*
  + ***Transport in-charge –*** *Control of all vehicles, schedule timing, vehicle logbook maintaining, invite repair quotes and do the confirmation.*
* ***Working as Office Manager, P.R.O. Accountant, and Purchase officer in Conspec Contracting L.L.C., (sister concern United Infrastructure Projects ) Dubai since June 2010 till date February 2013.***
  + **P.R.O.** - **All Dubai Municipality works thru online** – Application for

project from demarcation to final completion certificate.

**Dubai Economic dept. works** – Trade license renewals. **Dubai Labour & Immigration works** – All visa related works (Processing and cancellation)

* + **Administration** – Working as Office manager. Handling office full

administration, maintaining complete staff physical and electronic files.

* + **Accounts** - Updating of QuickBooks, Prepare lists of Payables,

Receivables, Creditors, payment certificates for subcontractors and Consultants, Updating Bank book, Bank reconciliation, Cheque preparation and related payment vouchers.

* + **Purchase** - Getting quotes for materials and samples, issuing L.P.O.,

receiving materials, checking the quality and quantity,

forwarding to concern manager for approval for payment

release to supplier.

* ***Worked as an Accountant, Purchase officer and assistant P.R.O. in Conspec Contracting L.L.C.,,(sister concern United Infrastructure Projects) Dubai since January 1996 till June 2010.***

* + **Accounts** - Prepare lists of Payables, Receivables, Creditors, payment

certificates for subcontractors and Consultants,

Updating Bank book, Bank reconciliation, Cheque

preparation and related payment vouchers.

* + **Purchase** - Getting quotes for materials and samples, issuing L.P.O.,

receiving materials, checking the quality and quantity,

forwarding to concern manager for approval for payment

release to supplier..

* ***Worked as an Executive Secretary in Conspec Contracting L.L.C.,,(sister concern Al Habtoor Engineering) Dubai since Feb. 1994 till Dec. 1995.***
  + Overall Office Administration.
  + Office documentation.
  + Public relation documentations and submittal to concerned departments.
  + Interact with Owner, Consultant & Subcontractor and arrange Site meetings.
  + Coordinate with subcontractor and supplier to speed up site activities.
  + Assisting Chief Quantity Surveyor to prepare Tender.
  + Make man power allocation of Various Sites.
  + Assisting accounts dept., typing LPO’s & assist purchasing department.
  + Calculation of employee monthly salaries, O.T. and preparing salary sheets & distribution of employee’s monthly salaries.
  + Assisting Administration Manager in recruiting jobs.
  + Assisting Human Recourse Manager for preparing Appraisal for the employees in consult with concerned staff.
  + Updating company database.
  + Overseeing daily logistic general operations.
  + Ticket reservation for all staffs.

## Educational Qualifications

* ***Bachelor Degree in Physics (B.Sc.) from Calicut University, Kerala, India.***
* **Post Graduate Diploma in Systems Development** from National Institute of Information Technology Kerala, India.

## Computer knowledge

***Operating system : Window 7, XP professional.***

***Application Packages : QuickBooks, MS Office, MS word & Internet.***

### Personal Details

***Name : Sathish***

***Sex : Male***

***Nationality : Indian***

***Marital Status : Married***

***Languages known : English, Hindi, Tamil, Malayalam & Arabic (Basic)***

***Visa status : Employment Visa valid till April 17, 2017***

***Availability : Immediate.***