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Objectives

To work in a position as **HR MANGER / HR ASISTANT/ HR COORDINATOR / TRANSPORT COORDINATOR / SR. TIME KEEPER** where I can find wider use of my caliber and where I get an opportunity into more advance phase to my career

Education

***Academic*** Bachelor’s Degree in Psychology, Kerala University

***Professional***

**1995 August**

**to 1996 Dec.** Post Graduate Diploma in Computer Application (PGDCA), ST. Joseph’s Computer Division, Affiliated by NCVT ( National Council for Vocational Training Govt. of India and recognized by Govt. of Kerala.

**1993 Oct**

**To 1994 Feb** Diploma in UNIX and C, National Institute of Computer Technology, Kerala.

**1994 Feb**

**To 1994 May** Diploma in Computerized Telex Operation, Central Institute of Technology, Kerala.

**1986 April** Diploma in Advanced Computer Programming and System Analysis, Bureau of Data Processing System, Kerala.

**Awards**

**2009 November "Safety Appreciation Certificate"** for **Personal Safety Commitment** awarded by **FLUOR** Construction, Kingdom ofSaudi Arabia

**1988 May "Practical Training - Under Summer Placement Scheme" Certified by CANARA BANK (Wholly owned by the Govt. of INDIA)**

Experience

2014 October onwards

Transportation Coordinator

Wade Adams Contracting (LLC)

 Transport Department

P.O. Box 4337, Dubai, United Arab Emirates.

Verify the Time Card of Idle & Break Down

Verify the Night Idle List

Verify the Time Sheet of Drivers & Operators & Diesel Section

Verify the Medical Leave

Verify Plant (Veh. B/D and Idle) Time @ Workshop

Verify Time Sheet for Staff & Diesel Section

Verify and take corrective measurements n of the Missing and Duplicated Time Sheets

Issuance of Gate pass (Lowbred TH)

VerifyOT Proposal of Staff, Drivers and Operators

Verify Report of Aggregates all over the UAE and Forward to MO

Verify OT Exception List of Driver & Operators

Verify the Acting Allowance List for HD Driver and CT Helpers (HP, TH, CT and ST)

Verify the renewal process of the Doucs. Of Civil Defense, GPS, and Registration details (DT, ST and GT)

Prepare the daily brake down and working report and allocate the trailers to the site according to the material requirement from the Central lab

Prepare & implement the Haulage Charge for the site from Crusher

Handle the petty cash from M O and make daily report.

Coordinate with Drivers regarding breakdowns, crushers to change the Indent Slip, PRO regarding traffic fines, road permission & police cases and Central Lab (If any program changes occur)

Prepare Internal monthly report, haulage statement, toll statements and petty cash report

Update the Employee file daily wise, vacation, resignation, termination & resume status

Conduct Interview and directed the new employee for trade test & safety induction.

Verify the statement of Washing allowance of Trasist Mixers, Daily acting allowance of Cess-Pit Tanker, Tipper Trailer & Haib/ Mobile Crane and Food allowance of Tipper Trailers

Verify the Over Time exception list & Missing Time Sheet

2012 October to 2014 June

Admin & HR Manager

Bahrain India Group

**(Bahrain India Electrical, Bahrain India Electrical Contracting, Sahar Restaurant)**

 Umm Al Hasssam, P. O. Box 26967, Manama, Kingdom of Bahrain

*Duties and Responsibilities:*

Implementation and ongoing maintenance of all office policies and procedures.

Maintain HR policies, and manage all disputes with the customers, manage and guide the Legal Panel of the management.

Scheduling of office volunteers in a timely manner to ensure.

Give appropriate coverage to assist staff and daily operation of organization

Manage and order supplies within the budget guidelines of the organization.

Provide guidance and expertise to staff and volunteers in resolving care receiver problems or concerns.

Develop, implement and conduct office staff and office volunteers training meetings as needed.

Design and implement staff communications programs in order to ensure ongoing, positive up and down communications throughout the organization.

Strict Scrutiny in sales and follow up process. Conduct and give guidelines to sales promoting programs.

Filtering All Queries to Relevant Departments and Answering Any Directly Where Possible.

Liaising With Marketing Department on Up Coming Events Plan.

General Administration.

Set Appointments to Company delegates & Customers / Organize Meeting

Maintaining Electronic Copies for Easy References.

Liaison with IT, Facilities and Other Departments Regarding Registration process and Hoc Matters.

Monitoring Account’s dealings with company and Bank.

Delegate responsibility to appropriate staff and volunteers to ensure that the day-to-day functions and assigned projects are carried out.

Personally manage the staff & volunteers who are responsible for the specific tasks, assignments, programs & events.

Responsible for encouraging the growth and conduct the evaluation process of the staff.

Monitoring Daily Time Sheet and Over Time of Staff.

Other Related Administrative Functions.

Responsible to the Managing Director to provide assistance in the grant process.

2011 May 2012 September

Admin & HR Manager

St. Antony’s Auto Agencies

Mahindra 2 Wheelers

S. N. College Jn., Kollam P.O. India

*Duties and Responsibilities:*

Implementation and ongoing maintenance of all office policies and procedures.

Maintain HR policies, and manage all disputes with the customers, manage and guide the Legal Panel of the management.

Scheduling of office volunteers in a timely manner to ensure.

Give appropriate coverage to assist staff and daily operation of organization

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Strict Scrutiny in sales and follow up process. Conduct and give guidelines to sales promoting programs.

Filtering All Queries to Relevant Departments and Answering Any Directly Where Possible.

Liaising With Marketing Department on Up Coming Events Plan.

General Administration.

Set Appointments to Company delegates & Customers / Organize Meeting

Maintaining Electronic Copies for Easy References.

Liaison with IT, Facilities and Other Departments Regarding Registration process and Hoc Matters.

Monitoring Account’s dealings with company and Bank.

Delegate responsibility to appropriate staff and volunteers to ensure that the day-to-day functions and assigned projects are carried out.

Personally manage the staff & volunteers who are responsible for the specific tasks, assignments, programs & events.

Responsible for encouraging the growth and conduct the evaluation process of the staff.

Monitoring Daily Time Sheet and Over Time of Staff & Other Related Administrative Functions.

Responsible to the Managing Director to provide assistance in the grant process.

2010 April 2011 May

Health and Financial Adviser

International Netherlands Group (ING),

Star Health & Allied Insurance Co. Ltd.

Kollam P.O., India.

Tel. 0091 (0) 474 2604211

*Duties and Responsibilities:*

Give appropriate coverage and assistance to the customers to select proper Insurance.

Give appropriate coverage, proper guidance and assistance to the customers to Invest money in Shares and Bonds

Give appropriate coverage, proper guidance and assistance to the customers to select proper Health Insurance.

Give assistance and proper help to the customer in their needs.

2009 December 2010 April

Administrator

Gabas Gulf Gen. Cont. Est.,

P.O. Box 1445, Al-Jubail.

Kingdom of Saudi Arabia

Tel. 341 5670 (5 Lines), Fax 341 1074

*Duties and Responsibilities:*

Implementation and ongoing maintenance of all office policies and procedures. Scheduling of office volunteers in a timely manner to ensure

Give appropriate coverage to assist staff and daily operation oforganization. Manage and order supplies within the budget guidelines of the organization.

Provide guidance and expertise to staff and volunteers in resolving care receiver problems or concerns.

Develop, implement and conduct office staff and office volunteers training meetings as needed.

Design and implement staff communications programs in order to ensure ongoing, positive up and down communications throughout the organization.

Delegate responsibility to appropriate staff and volunteers to ensure that the day-to-day functions and assigned projects are carried out.

Personally manage the staff & volunteers who are responsible for the specific tasks, assignments, programs & events.

Responsible for encouraging the growth and assisting in the evaluation process of the staff.

Responsible to the Executive Director to provide assistance in the grant process.

2008 June to 2009 December

Admin. Coordinator

FLUOR Arabia Limited, Kingdom of Saudi Arabia

Tel. (0966-3) 358 3000 Ext. 2800, Fax. (0966-3) 358 2393

“Under Director, Material Management - Saudi Kayan

Petrochemical Project (SABIC), (Fluor Project No. A2AD.EP)"

*Duties and Responsibilities:*

First Point of Contact for All Calls and Correspondence

Filtering All Queries to Relevant Departments and Answering Any Directly Where Possible

Meetings Room Booking, Conference Hall Scheduling and Updating Travel Arrangements

Liaising With Marketing Department on Up Coming Events Plan Incoming and Out Going Post - Including Sending Couriered Daily to Head Office.

General Administration. Set Appointments to Contractors / Organize Meeting

Maintaining Scientific Filing System and Electronic Copies for Easy References

Stationary Ordering and Management Photocopying / Scanning of Documents

Liaison with IT, Facilities and Other Departments Regarding Office Equipment and Hoc Matters

Monitoring Master file Section. Maintains, Logs for Document Transmittals and Back Charges

Making of Field Purchase Requisitions and to Get Approval of the Management for the Same. Maintain Purchase Order Tracing System

Monitoring House Keeping and House Maintenance Section. Monitoring Office Supplies / Purchasing Works

Monitoring Daily Time Sheet and Over Time of Staff. Other Related Administrative Functions

2007 June to 2008 June

Sr. Administration Asst.

Gabas Gulf Gen. Cont. Est.,

P.O. Box 1445, Al-Jubail.

Kingdom of Saudi Arabia

*Duties and Responsibilities:*

Assisting to the Administration Manager

Preparing Letters and Documents etc., as Prescribed by the Superior Monitoring & Conducting Dealings via Internet

Conducting E-Mailing, E-Filing, E-Invoicing, E-Billing, E-Quoting, E-Purchasing, and E-Banking

Assisting the Procurement Manger in Preparation of Contract to Sub-Contractors

Negotiation if required, Canvassing for some requirement necessary to Sub-Contractors.

Monitoring Office Supplies / Purchasing Works, Daily Time Sheet of Staff

& Daily and Monthly Work Schedule

Preparing Monthly, Half-Yearly and Yearly Report about Work and other related Administrative Functions.

Languages

English, Hindi, Malayalam, Tamil, Kannada (Spoke only),

Computer Languages

BASIC, COBOL, PASCAL, FORTRAN, HTML and C++ under UNIX Packages WordStar, Lotus 123, IBM Notes 9, dBase, Fox Base, M. S. Office 2014, M. S. Outlook 2014, M. S. Groove 2014, M. S. OneNote, Note Pad, M. S. Paint, Ability Office OEM, Corel Suit 12, Photoshop C.S2, Abode In Design, Lotus Notes 6.5, Adobe Acrobat writer X, Roxio Digital Media Plus v7.2.1, Avery Wizard, Gimp 2.0, Open Office Org. Writer, G Edit, X Paint, Open office Org. Impress, Open Office Org . Calc Libre Office 4.2, Inks cape, Tux Paint, Pidgin and Gist from C dac. AniTa 5.3.1.9.

Operating Systems

Windows 10, Windows 8.1, Windows 7.00, Windows Vista, Windows XP, Ubuntu, UNIX, Linux and Shell Programming

Browsers

Microsoft Internet Explorer 6.0, Google Chrome 4.0, Apple Safar, Mozilla Firefox and Mozilla Thunderbird

Platform

P.C. Platform

Skills

Strong leadership, management and organizational skills, as well as understanding of community-based nonprofit programs.

An ability to integrate and harmonize diversified functions between volunteers and staff.

Effective managerial skills. Understanding, influencing and serving others are important attributes in this position.

Excellent ability to select, develop and motivate people and create a positive work and volunteer environment.

Excellent ability to resolve problems quickly and effective and determining appropriate courses of action, which are then reported to the Executive Director.

Display a high degree of emotional maturity while keeping difficult situations in proper prospective.

Flexible and have well developed interpersonal skills.

Excellent personal interactions with the staff and volunteers at all levels of the organization.

Excellent Supervision of the Staff and Office Volunteers.

Remarkable ability to operate computer and other office machines such as fax, calculator, copier, telephones and so on.

Occasionally ready to work overtime or odd schedules. Works in a typical office setting

**Personal**

Interested in Reading, Entertaining Friends, Watching Movies and Traveling