**Emmanuel**

**Email:** [**Emmanuel.338368@2freemail.com**](mailto:Emmanuel.338368@2freemail.com)

**OBJECTIVE:**

Looking for a career in a globally competitive environment and challenging assignments that shall yield the twin benefits of the job satisfaction and a steady paced professional growth.

**EXPERIENCE SUMMARY:**

**2007 to 2015** : **07 Years**

**Company** : Scope International, Nugambakkam – Chennai.

**Position** : Documentation Clerk

**2015 to till** : **1 Year 4 Month**

**Company** : Eversendai Offshore RMC FZE

**Position** : Document Controller – HRAD Department- RMC FZE Ras Al Khaimah (UAE)

**RESPONSIBILITIES:**

* Responsible for maintaining hard copy information Maintaining a tracking facility to enable employee documents to be updated easily.
* Scanning and Keeping clear records in all relevant new documents.
* Checking dispatch documents are accurate.
* Presenting and filling documents.
* Supporting to time keeper for payroll preparation and preparing man power of the company.
* Maintaining the all employee’s attendance and leave tracker.
* Preparing documents for visa apply and visa cancellation and supporting to the HR department.
* Maintaining bank account details and applying bank account for all front-line employees.
* Applying and Renewal Health Insurance for all Employees.
* Maintaining of records of staff and employees.
* Internal cover for other support staff during holidays
* Coordination of the administrative support ensuring timely and accurate completion of tasks and projects
* Follow up in arranging and getting security passes of employees and vehicles.
* Coordinating with Team leaders by achieve high Progress.

**PERSONAL SKILLS:**

* Strong IT, data base and communication skills.
* Experience with document control packages.
* Interpersonal skills and professional telephone manner.
* Utilizing a range of office software including email, and data bases.
* A comprehensive health understanding of health and safety regulation.
* Ability to valuate, prioritize organize and delegate work schedules.
* Proven decision making skills.
* Able to react quickly and effectively when dealing with challenging situation
* Assisting departments with queries on documentation requirement & submissions.

**SKILL SET:**

* Windows Operating System.
* MS Office 2010(word, Excel, PowerPoint).
* Tally ERP9.
* TSLM (Professional Tool), Internet and Outlook.

**ACADEMIC PROFILE :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | Graduation | School /  College | Board /  University | Year of Passing | Div/ Class |
| Graduation | B.Com | Madras University(Distance Education) | Madras University | 2007 |  |
| Higher Secondary | Commerce, Accounts, Economics. | St. Peter’s higher secondary School. Tirunelveli Tamilnadu. India. | Higher Secondary Examination  Tamilnadu. | 2004 | Second class |
| SSLC | English, Science, Tamil. | St. Peter’s higher secondary School Tirunelveli Tamilnadu, India. | Higher Secondary Examination  Tamilnadu. | 2003 | Second class |

**STRENGTH:**

* Sincerity, loyalty and initiative to perform tasks efficiently
* Determination to excel in career.
* Willingness to learn and listen.
* Attitude and able to work under pressure.

**EXTRACURRICULAR ACTIVITIES:**

* Outdoor games, Reading, Watching Television, Listening to Music.

**LANGUAGE PROFICIENCY:**

* Mother tongue –Tamil and Good Command in written and spoken English. Known Malayalam.

**PERSONAL DETAILS:**

* Date Of Birth : 15-04-1986
* Nationality : Indian
* Marital Status : Single
* Visa Status : Employment (Free Zone)

**PASSPORT DETAILS:**

Issue place : Madurai

Issue : 23.01.2015

Expiry : 22.01.2025 :

**DECLARATION:**

I hereby declare that; the above information is true and correct to the best of my knowledge.