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## Qualification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2000 Bachelor of Science in Computer Science**

University of Madras, Tamil Nadu, India

**1996 Higher Secondary (Grade 12)**

Board of Higher Secondary Examination, Tamil Nadu, India

### Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2006** (June) **– 2016** (Sep)

**Company: Workstrings International Ltd, Abu Dhabi, UAE**

Role: Administrator/ Rental Co-ordinator – MENA/CIS Region

Workstrings International – the global leading oilfield equipment rental company providing quality drill strings, tubing, landing strings, completion tubulars and handling accessories with in-house “value-added” engineering team.

*Job nature:*

As Rental Co-ordinator:

* On receipt of enquiries from customer, raise quotation based on equipment stock availability.
* On job confirmation/completion, liaise with customer on mobilization and demobilization of rental equipment.
* On job completion, liaise with 3rd party inspection company for tool inspection.
* Ordering of spare parts/consumables required for warehouse.
* Maintain equipment records – purchase/inspection/repair/spare parts documents.
* Liaise with 3rd party storage company for despatching/receiving of tools.
* Liaise with 3rd party logistics company for despatching/receiving of tools.
* Responsible for stock control in company warehouse and 3rd party storage area.
* Liaise with other business units globally for mobilization of tools if required.
* Assist Business Unit Manager during ISO audits and internal audits.
* Liaise with Business Unit Manager and team members to ensure all activities are done in accordance to company’s quality management system/ procedures.

As Administrator:

* Maintain/ control of all job files. Maintain records of equipment rental.
* Liaise with customers for Purchase Orders for jobs and other documents as per company procedure.
* Co-ordinate with Customer Service Department in head office (Aberdeen) for on/off rental dates, customer invoicing.
* Preparation of Work orders –Inspection Instructions, once tools are returned – same to be provided to Warehouse service technician to arrange tools for inspection.
* Preparation of daily revenue reports, weekly revenue reports and job board (quotes raised per week).
* Deal with vendors – issuance of Purchase Orders.
* Liaise with accounts receivables team in head office for supplier payments.
* Handling of petty cash.
* Maintain/ update employee records.
* Liaison with HR department – Training/ holiday forms/travel request forms/Time sheet etc.
* Assist Commercial Team in head office for preparation of pre-qualification documents for tenders and contracts.
* Involve actively in all day to day activities of the business unit.

2005(Aug) – 2006(May) & 2002 (June-Dec)

Company: Al Kunaiby Engineering Services, Abu Dhabi, UAE

***Role: Secretary to the General Manager***

AKE is a recruitment company providing manpower supplies to all the leading oil companies (ADNOC, ADCO, ZADCO, KBR, ADMA-OPCO etc.) in UAE.

*Job includes:*

* Prepare candidates’ resume according to the requirements of the clients.
* Correspondence through e-mail or fax to the clients and the candidates.
* Handle telephone calls.
* Filing all the records as well as keep all necessary records systematically in the computer.
* Arrange appointments for the General Manager with candidates.
* Prepare itinerary for the candidates for their interview.
* Correspondence with the travel agencies and hotels for tickets and booking the rooms respectively for the candidates those come for interview from other countries.
* Regularly update the official website of AKE.

**2005** (June – July)

**Company: Al Jazirah Enterprise for Projects Trading and Development (JEPDT),**

**Abu Dhabi, UAE**

**Role: Secretary to the General Manager**

JEPDT deals with oil production projects and trading.

*Job includes:*

* Schedule appointments for General Manager with clients.
* Prepare minutes of meeting. Maintain files, attend telephone calls.
* Correspondence with sister concerns of JEPDT.

2002 - 2004 (Dec – Jan)

Company: Khoory General Enterprises, Abu Dhabi, UAE

### Role: Administrative Assistant

KGE is an import/export company dealing with the household items.

*Job includes:*

* Daily correspondence with clients through e-mail or fax. Majority of clients are from Far East (China & Japan).
* Prepare purchase orders.
* Correspondence with the shipping companies in order to get competitive freights charges, Cargo arrival details and Shipping Documents etc.
* Correspondence with bank for opening L/Cs or bank guarantees’ for shipments.
* Direct staff for the clearance of shipment from the port (sea/air) and mobilize it to the company’s warehouse.
* Prepare the list of received goods and present it to the GM.
* Deal with Exchange companies to get better currency exchange rates for the client invoice settlement.
* Simultaneously worked for Rock Cement Industries (sister concern of KGE). RCI is basically a manufacturing company which produces tiles, bricks and blocks.
* The raw materials required for the production of the above said items are bought in from Germany, China. Hence perform correspondence with the clients for the purchase of all raw materials required. Correspondence with bank in order to get L/C for the shipment of raw materials as well as the invoice payment to the clients.
* Correspondence with GIC to obtain duty free import of all the items as RCI is a Local Company.
* Help the marketing manager in day to day correspondence (prepare quotation/tenders, invoices etc.) with the customers in Abu Dhabi & Dubai.
* Maintain the complete record of employees (Insurance) and vehicles (Purchase, Registration, Insurance, and License).
* Correspondence with Insurance Companies.
* Correspondence with local companies for spare parts of machinery used.

**2002** (March – June)

**Company: Gulf Coast Electro Mechanical Est., Abu Dhabi, UAE**

**Role: Secretary**

GCE is a subcontracting company for Electrical & Mechanical Works for large Construction projects.

*Job includes:*

* Day to day correspondence with construction companies and major contracting companies.
* Prepare LPO for required electrical and mechanical equipments.
* Help the engineers in the preparation of Bill of Quantities (BOQ).
* Maintain files, handle busy front office & telephone.

**2000** (Nov) **- 2001** (Sept)

**Company: Radiant Software Ltd, Pondicherry, India**

**Role: Junior Executive – Branch Operations**

RSL is one of the leading Software development & computer education centre.

*Job includes:*

* In Computer Education Dept., co-ordinate with newly enrolled students, arrange batches, assign faculty for each batch and provide course syllabus.
* Review student’s performance.
* Conduct and supervise examinations and publish results.
* Prepare daily, weekly, monthly management reports and forward it to the Head Office.
* Attend monthly meetings in the Head Office.
* Co-ordination with counselors, accounts and software department. Maintain library and stock of course materials.

### Linguistic Abilities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English, Hindi, Tamil and Malayalam