**Masil**

E mail : [masil.347453@2freemail.com](mailto:masil.347453@2freemail.com)

**Objectives:**

* Highly skilled at working in fast-paced environments demanding strong organizational, leadership, and interpersonal skills.
* Honest, ethical, and committed to excellent customer service. Confident and poised in dealing with people from all ages and backgrounds.

**Experience Summary:**

* Performed a broad range of work for **as an procurement officer , Transport Manager, HR & Admin manager** in Springfield interiors/maintenance & technical services from March2017 to at present)Dubai, UAE.
* Performed a broad range of work as an **IT support** Assistant **and an Administrative Assistant** at Middle East Company Services Ltd, Saudi Arabia from 2013 to March 2015.
* Performed **Administrative functions to aid human resources department:** timesheets, staff schedule training, maintaining of leave master records, outstanding leave status update, etc at Edmund Dawn Marine Engineering Jurong ShipYard, Singapore.
* Performed a broad range of work as a **Store Custodian & foreman(fabrication)** at Edmund Dawn Marine Engineering Jurong ShipYard, Singapore.
* A certified trainer in **Fire Safety and Safety Supervisor** in Juroung Shipyard, Singapore.

**Reference:**

* Mr . William Chau, Project Supervisor, Edmund Dawn marine Engineering, Jurong Shipyard.
* Mr. Unnikrishnan, Chief Accountant , Middle East Groups Ltd, Al –Khobar,Saudi Arabia.
* Mr. Sureshnan. Production Manager. Springfield interiors & technical services, Abuhail, Dubai.UAE.

**Work Handled - (from March 2017-at present):**

* Controlling the purchase and supply of all procured items & services. Negotiating price and terms of products with suppliers. Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchasing. Preparing & processing requisitions, purchase orders & invoices for purchases. Maintaining records of supplier contracts, agreements, goods ordered received. Managing vendor relationships and building effective supply chain partnerships.
* Ensured the implementation of efficient logistics while retaining quality standards. Made arrangements for local national and international shipments. Supervised logistics team and offered productive feedback. Hired and trained administrative workers and drivers. Prepared contracts for clients wishing to schedule ongoing shipments. Prepared and reviewed vehicle maintenance reports. Used transportation analysis tools and updated tracking software.
* Overall responsibility for the smooth running of the office. Making sure that all office systems are managed and maintained, including Staff Recruitment Files; Stationery Log and Stock Checks; Uniform Sales; Petty Cash; and Client Files.
* Marinating vehicle like – renewal, vehicle passing, insurance and oil change in periodical basis.
* Tracking vehicle with the help of GPS.
* And scheduling vehicle for works .
* Manage, develop, and enhance policies and procedures regarding how problems are identified, received, documented, distributed, and rectified.
* Purchase of material needed for project through Credit facility.
* Budget costing for the Material Request given by the concern department.

**Work Handled - (During 2013-2015):**

* Installing, Configuring and Troubleshooting Microsoft operating systems.
* Analyzing and troubleshooting all PCs & Network problems.
* Installation & Configuration of Additional Devices (Modem, Plotter, Printers, Web Cams, & Scanner Etc).
* Supported Users with problems on MS-Outlook
* Manage, develop, and enhance policies and procedures regarding how problems are identified, received, documented, distributed, and rectified.
* Provided technical support, maintenance and troubleshooting of Network Connectivity, Printer problems
* Installed various hardware & multimedia peripherals
* Ensure maximum issue resolution in less time.
* Configuring of all network printers at client side
* Trouble shooting of Pc’s and application at client side.
* Supporting to all users by remotely and Tele support.
* Maintaining warranty claim queries and contact with outside vendors.
* Maintain Data Security.(back up data)
* Provide trainings to new Staff about IT Software

**Work Handled (During 2000-2002)( 2013-2015):**

* Renewal of workers visa
* Checking of staff benefits and entitlement
* Maintaining of leave master records, outstanding leave status update
* Administer claims on medical expenses
* Handling of petty cash
* In-charge of departmental welfare

**Work Handled (During 1995-1999) (2013-2015):**

* Team leader/Facilitator for conflict resolution
* Train new hires
* Distribution/supervision of works
* Data entry and business correspondence
* Conducting safety drills
* Motivate employees to greater speed and efficiency

**Work Handled (During 1995-1999)**

* Renewal of workers visa
* Checking of staff benefits and entitlement
* Maintaining of leave master records, outstanding leave status update
* Administer claims on medical expenses
* Handling of petty cash
* In-charge of departmental welfare

**Computer Knowledge:**

* Skilled in all MS Office applications
* Installing computers, copiers, and printers
* Working with Office XP ,7,8 and other software
* Computer hardware and net working
* Handling of printers, copiers, scanners, etc.
* Expertise in Internet environment

**Education:**

* 2008-2011 – **MBA in Operation Management** from Tamil Nadu Open University, Chennai. **(First Class)**
* 2003-2006 – **Bachelor Degree in History & Economics** from Vidyapeeth University, Rajasthan. **(First Class)**
* 1988-1992 – **Bachelor Degree in** **Mechanical Engineering** from Bangalore University, Bangalore **(Course completed)**
* 1985-1987 **– Higher Secondary Education** from Tamilnadu state Board of secondary Education **(First Class)**
* 1984-1985 **– Secondary Education** from Tamilnadu state Board of secondary Education **(First Class)**

**Technical Education:**

* Certificate course in Safety Supervisor (Juroung Shipyard, Singapore)
* Certificate course in fire safety (Juroung Shipyard, Singapore)

**My** **Strength:**

* Solid work history with experience in supervisor roles
* Excellent safety record with the ability to lead teams in a safe manner
* Effectively coordinated all operations to deliver product on-schedule and on-budget
* Superb work ethic

**Language Potency:**

* Excellent interpersonal communication skills
* I am fluent in spoken and written English
* I am fluent in spoken English, Hindi, Tamil, Kannada and Malayalam

**Personal Details:**

Nationality : Indian

Born on : 7 January 1971

Marital status : Married

**Visa Status : Residence .**

Driving License: on process

**Note: Now residing at Sharjah**