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|  | Ebin.353276@2freemail.com  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Holding Valid UAE Driving License |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | ADMINISTRATION |  | PROCUREMENT |  | RESOURCE MANADEMENT |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | OPERATIONS |  |  |  | RECRUITMENT |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **SKILLS** |  |  |
|  | **Customer Service** |  |  |  | **HR Management** | **Administration** |
|  | **Team Building** |  |  |  | **Cost Control** | **SOP Integration** |
|  | **Inventory Management** |  |  | **Purchase Management** | **Document Management** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **EXPERIENCE** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | August 2014–Current | **Admin Assistant** |  |  |
|  |  |  |  |  |  | F Technologies (Government Based) |  |  |



* *Reporting Authority:* Directly reporting to company’s CEO
* Handling daily operations of F Technologies
* Meeting and greeting clients and visitors to the office.
* Handling helpdesk
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Responsible for getting quotation from suppliers and evaluating the best price among.
* Responsible for issuing purchase orders using **MS Dynamics AX**
* Receiving supplier invoices, preparing payment request and forwarding for payment.
* Following up with finance dept. for the supplier payment and Payment tracking.
* Preparing monthly report for the LPO issued and payment made
* Maintaining the project wise cost and revenue
* Handling different projects compare cost & revenue for management reporting.
* Prepare monthly project report and present to the stake holders.
* Organizing business travel, itineraries, and accommodation for managers.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Setting up and coordinating meetings and conferences
* Preparing new employee requisition
* Gather required documents from the newly hired employee verify and forward to the HR dept.
* Handling employee grievances and taking corrective measures
* Processing employee leave requests and following up with HR Dept. for the same
* Updating, processing, faxing, printing, photocopying, scanning and filing of all documents.

January 2012–August 2014

**Purchase/ Commercial / HR Assistant**

Catering & Support Service Division, **Spinneys Abu Dhabi LLC**

* *Reporting Authority:* Reporting to Admin & Commercial Manager
* Handling company’s petty cash for administrative purposes.
* Ordering and management of office consumables.
* Getting the quote, compare the difference and creating LPO
* Responsible for the meeting arrangement and scheduling
* Responsible for new business meeting
* Responsible for the mobilization of new site
* Reading the Tender Document, understanding and highlighting the scope of work and cost factors.
* Prepare necessary clarification points required.
* Prepare the Sales & Cost Comparison Report
* Preparing estimated Profit & Loss Account, Terms & Conditions, Pricing schedule of the project.
* Prepare necessary presentations of new proposals and presenting to higher management.
* Calculate and prepare sales sheet according to the pricing format of proposal.
* Coordination with Purchase and HR department for updating cost related factors.
* Prepare and provide technical documents particular to the project in line with the cost Considerations
* Responsible for new recruitment in the company
* Responsible for maintain personal files with the rules and policies of the company
* Preparing monthly reports regarding the new recruitment, retirement and termination
* Responsible for arranging and scheduling training for the staffs.
* Sorting out the grievances from the staffs.
* Ensuring that the staffs are complying with the labor law.
* Preparing Time sheet and coordinating the sites matters relating to payroll.
* Making arrangements for the security pass.
* Preparing daily check list for the site.
* Processing orders from sites.

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|  |  |  |  | **COMPUTER SKILL** |  |  |
|  |  |  |  |  |  |  |
|  |  | **Microsoft Dynamics AX** |  | **SAP** |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **EDUCATION** |  |  |
|  |  |  |  |  |  |  |
|  | • MBA (Operations) | **Sikkim Manipal University**, India |  |  |
|  | • Bachelor of Commerce (B. Com) | **Kerala University** –Kerala, India |  |  |
|  |  |  |  |  |  |
|  |  |  | **PERSONAL INFORMATION** |  |  |
|  |  |  |  |  |  |  |
| **Nationality** | Indian |  | **Languages** | English |  |
| **Date of birth** | 30th March 1990 |  | Hindi |  |
| **Marital status** | Single |  |  | Malayalam (Native) |  |