

**Raju**

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**Summary**

To seek a challenging and rewarding position in a management where my experience and skills could be put to use to facilitate in the development of the organization and self.

# Working Experiences



***Worked as an Administrator with GLG Technical service for two years in Dubai, United Arab Emirates.***

* Preparing management information system report every first week of the month which includes all the reports till the last week of the last month.
* Co-ordinate the monthly salary and wage distribution with WPS in co-ordination of the bank, direct from the company account. ( Based on Attendance and Time sheet).
* Deal with staff visa processing from beginning to the end, Immigration, labor office and Tah'seel working handled in a high professional way.
* Handling the Insurance documents of the employees coordinating with the Insurance Company.
* Monitor the expiration of employees' documents and renew in time.
* Handle the day to day work has to be completed in time and prepare the report and submit to the concerned person every first week of the each month.
* Handling all the documentation work within the office such as Prepare monthly time sheet, invoices, salary sheet, LPO, records of the staffs.
* Schedule meetings and reserve rooms for meetings, Schedules appointments maintains calendar allocates Manager’s time.
* Research different avenues for advertising the vacancies and sorting the candidates.
* Schedule and conduct telephone and face-to-face interviews with candidates along with Department Heads.
* Deal with employee requests regarding human resources issues, rules, and regulations.
* Marketing and coordinating with different sites of the company.
* Enquiring with different companies’ requirement.

***Worked as an Administrator with St. Jacob technical works LLC for Five and half Years in Dubai, United Arab Emirates.***

***Worked as an Administrative Assistant With Benafa Arabian Perfumes LLC for One year in Dubai, Jebel Ali Free Zone, United Arab Emirates.***

***Worked with Golf Scaffolding LLC as an Office Assistant for 18 Months in Sharjah, United Arab Emirates.***

# Education



***Bachelor’s degree in Economics***

**From Kerala University, India.**

Completed effectively to highlight successful implementation of income and expenditure of the government, industries and the common people.

**Bachelor of education in Social studies and English (B.ed)**

Successfully completed from Kerala University.

**Computer Skills**

Computer (MS Office) from C-Dit a Kerala Government approved Computer coaching institute from Kerala University, Part course with six to eight months duration.

# Personal Information



Place of Issue Kerala

Date of Birth 04/04/1970

Sex Male

Nationality Indian

Marital Status Married (Have two children)

**Visa Status Visit Visa.**

# Languages known

English (Excellent). Malayalam (Ecellent). Tamil (Mid Level). Hindi (Mid Level).

**Skills**



Administration, Interpersonal, Customer Care, documentation,

MS Excel, MS Office, MS Power point, windows 7, MS Word, MIS, Presentation skills, Research.