**ATTN: HUMAN RESOURCES DEPARTMENT / RECRUITING DEPARTMENT**

Dear Sir/Madam,

I would like to express my interest in obtaining employment for the post of **ADMINISTRATIONOFFICER**and I am confident that my solid experience of Seven years provides me with the capabilities to successfully fill this position.

My objective is to work and develop a challenging career, and contribute in the growth of the company I belong to. Strongly motivated to take charge of new responsibilities, relying on my present commitment in order to succeed.

I am able to produce innovative and effective ideas, work as a team player, and meet deadlines, together with my attention to details. Also, I will be able to perform and direct a wide variety of activities, including development and implementation of company business plan per due dates.

Currently I am on Visit visa, locally available for interview, shall be highly thankful if you can consider my CV for the mentioned position.

Assuring you of my prompt, sincere and hard work if I am provided with a chance to prove my efficiency.

****Looking for the post of,

**ADMINISTRATIONOFFICER**

CAREER OBJECTIVE

To work in a highly esteemed organization where I can learn to tackle day to day challenges and supplement my theoretical knowledge with practical experience to make some meaningful contribution to the organization, meanwhile upgrading my skills and knowledge in various fields.

WORK EXPERIENCE

**HYUNDAI ARABIA COMPANY LLC (**September 2014 to May 2016)

HYUNDAI ARABIA CO LLC,HEADOFFICE,Alkhobar,KSA.

TIHAMA COGENERATION PROJECT-II,Uthmaniyah,KSA.

JAZAN REFINERY AND TERMINAL PROJECT-EPC-II,Jazan,KSA.

**Position in company**  : **ADMINISTRATIONOFFICER.**

**Location** : Saudi Arabia.

**Job role :** office and field works.

**Work Description:**

* Preparation and verification of invoices,
* Provide customers with quotations
* Supportive Documentation controlling works to the Accounting & Administration.
* Maintain the stock details and updated by company’s definition.
* Manpower coordination.
* Visa and Air ticket arrangement.
* Arrangement of Iqama(ID)renewal/new issuance.
* Supporting to Saudi PRO for all Government related works.
* Assist and support processing payroll records.
* Leading the Site admin team.
* Supporting to make renewal/New issuance of vehicle estimara (Registration).
* Maintain the office and site expenses.

**AUGUST 2009 TO AUGUST 2013**

**CAPE EAST LTD WLL(PAINTING, SCAFFOLDING, FIRE PROOFING,CIVIL)**

IBERDROLA POWER PLANT, NAKILAT SHIPYARD, QATARGAS LNG PLANT - Qatar

**Position in company**  : **ADMINISTRATIVE ASSISTANT.**

**Location** : Alkhor, Qatar.

**Job role :** office and field works.

**Work Description:**

Contribute to the provision of quality services by providing administrative support for the company in a professional and efficient manner which reflects andenhances the Company’s business objectives.

**Duties And Responsibilities,**

* 1. Lead, direct and mentor administrative staff to achieve maximum output.
  2. Answer telephone enquiries in an efficient, friendly and professional manner.
  3. Assist and support accounts department in financial operations.
  4. Assist and support processing payroll records.
  5. Manage the administration and maintenance ofcompany records databases accurately and efficiently.
  6. File and archive information that ensures easy retrieval of information.
  7. Type up information as requested accurately andefficiently.
  8. Maintain confidentiality and exercise discretion inrelation to all matters and information concerning the company and clients.
  9. Ordering all site consumables, maintaining spreadsheet for consumables.
  10. Distribution of weather reports.
  11. Supporting all Site Managers, Construction Managers and Area Manager.
  12. Assisting the Safety Officers
  13. Supervise the work of employees in supporting roles, including assigning workload and monitoring employee performance
  14. Maintain the office and site expenses.

**JANUARY 2008 TO JANUARY 2009**

**MEDIACITY MEDIA ACADEMICS & TECHNICS (CIVIL DESIGNING)**

**Position in company**  : **CAD DESIGNER.**

**Location** : Kerala, India.

**Job role :** office and field works.

**Work Description:**

Interior and exterior designer

ACADEMICS

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF THE**  **INSTITUTION** | **QUALIFICATION** | **YEAR OF**  **PASSING** | **UNIVERSITY** |
| SreeKrishnaCollege,Thrissur, Kerala. | B.A | 2002-2005 | Calicut university |
| SreeKrishnaCollege,Thrissur, Kerala. | PRE-Degree | 2001-2002 | Calicut university |
| SKHSS Guruvayur  Thrissur, Kerala. | 10th grade | 1999-2000 | Kerala board of  secondary education |

PROFESSIONAL SKILLS AND ATTRIBUTES

* Strong administration skills – organized, thorough, systems orientated with meticulous attention to detail
* Excellent levels of computer literacy and touch-typing skills
* Ability to use Microsoft Office including Word, PowerPoint and Excel
* Ability to create a positive impression with a professional, courteous and expedient manner
* Proactive, punctual and reliable
* Well-presented and good at dealing with stakeholders/clients
* Ability to communicate at all levels
* Professional verbal and written communication skills

TECHNICAL SKILLS

* Excellent knowledge in Microsoft Office tools like MS-Excel, MS-Word, etc.
* Internet Research.
* Diploma in ID Graphics (Architecture Interior & Exterior Designing).
* Diploma in Computer Hardware & Networking.

INTERESTS

* Indoor and outdoor sports(working outs, badminton)
* Travelling and listening to music.
* Learning new languages and to interest in learning and knowing the history and being of the deferent cultures.

LANGUAGES KNOWN

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNO.** | **LANGUAGE** | **READ** | **WRITE** | **SPEAK** | **FLUENCY** |
| 1 | English | Yes | Yes | Yes | Excellent |
| 2 | Hindi | Yes | Yes | Yes | Excellent |
| 3 | Malayalam | Yes | Yes | Yes | Excellent |
| 4 | Tamil | No | No | Yes | Good |

****PERSONAL PROFILE****

Gender : Male

Nationality : Indian

Date of Birth : 30-05-1984

Marital Status : Married

****DECLARATION****

I hereby solemnly declare that all the statements made in this CV are true and correct to the best of my belief and knowledge.