|  |
| --- |
|  |

**“VISIT VISA AND CAN JOIN IMMEDIATELY”**

**BIJO**

[**BIJO.359773@2freemail.com**](mailto:BIJO.359773@2freemail.com)

**CAREER OBJECTIVE** :

To work in a challenging position in an organization where I can utilize my skilland knowledge and contribute towards the progress of the organization. Organizations, which will provide me an opportunity to develop working skill, assist me to gain work experience and where I can utilize my full potential, skill and knowledge.

**PROFESSIONAL SUMMERY :**

* Qualified secretary with over 6 years of varied administrative work experience and proven ability to handle and manage office environment.
* 3 years of UAE experience in construction sector with rich experience in Secretarial works, HR & Admin, Recruitment, Plant & Machinery and Purchase dept.
* 2.5 Years of experience as Executive Assistant & HR & Admin in IT Sector
* Expert in handling all the personal and confidential data's of the management, providing back end support.

**KEY SKILLS AND COMPETENCIES :**

* Strong organizational and time management skills.
* In depth knowledge of secretarial software, Outlook, Microsoft Excel and Word.
* Excellent presentation, interpersonal & communications skills - both written & oral

**AREAS OF EXPERTISE :**

* Administrative processes
* Company regulations
* Compliance strategies
* Maintaining statutory books
* Intellectual property
* Personnel administration
* Data protection

**AREAS OF INTERSET :**

* Executive Assistant
* Human Resource
* Administration Executive
* Purchase Executive/Fleet Department.

**WORK EXPERIENCE :**

**EXECUTIVE ASSISTANT &HR ADMIN EXECUTIVE, PLANT INCHARGE.**

**GhantootGulf Contracting – Dubai, UAE. From Feb 2013 – Jan 2017**

Company Profile :Ghantoot Gulf Contracting has over 15 years of experience in servicing the Construction industry on a Design and Build, Engineering, Procurement, Construction and Commissioning (EPCC) basis. The Infrastructure activities in Dubai, functions since 1998, the company has a highly experienced and qualified professional team of engineers which includes technical staff, senior project managers, qualified engineers, quantity surveyors and many multiple skilled workers, with sufficient labors & a fleet of significant numbers of construction equipments. Ghantoot Gulf Contracting as the flagship Company. With the collaboration of the members of the staff and the adaption of the recent technological innovations.

Roles &Responsibilities :

Responsible for ensuring that the highest standards of administrative processes & corporategovernance are both promoted and maintained, so that the business operates efficiently & in accordance with all statutory.Handful of experience in different department and showed ability within given period.

As Executive Assistant :

* Responsible for all company secretarial functions, duties and responsibilities.
* Maintaining all confidential files and database of the management.
* Maintaining clients’ contacts details of Management.
* Arrange travel for the Management.
* Organizing, preparing agendas for, and taking minutes of board meetings.
* Providing advice to colleagues and senior managers on administrative matters.
* Maintaining statutory books i.e. registers of members, directors and secretaries.
* Updating and maintaining all licenses and Companies House records.
* Dealing with correspondence.
* Developing & implementing admin policies & procedures to improve efficiency.
* Maintaining all statutory registers and blueprint.
* Drafting minutes within set timeframes.
* Reporting in a timely & accurate manner on company procedures & developments.

As Purchase Executive :

* Purchasing material for inventory and non-stock items.
* Reviewing Purchase orders and faxing and/or EDI over to vendors
* Resolving errors on purchase orders as required.
* Filing Purchase Orders.
* Reviewing reports for stock outs and expediting open orders.

As HR & Admin Executive :

* Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
* Pays employees by calculating pay; distributing checks; maintaining records.
* Administers student loan, medical insurance, savings bond, and disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.
* Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
* Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
* Documents human resources actions by completing forms, reports, logs, and records.
* Updates job knowledge by participating in educational opportunities; reading professional publications.
* Accomplishes human resources department and organization mission by completing related results as needed.

As Plant Manager :

* Control of all company plants, machineries, equipments and Vehicles.
* Maintenance as per manufacturer manuals and instructions.
* Follow up on all plant machines, equipment and vehicle repairs and Services.
* Control Distribution of machines, equipments and vehicles among the different jobs and follow up on transporting them as per work requirements.
* Advice company management on choosing/ purchasing new equipment and machineries.
* Arrange for hire of machinery, equipment, servicing and maintenance of vehicles and maintain relevant documents.
* Establish and Implement procedures for equipment control.

******

**EXECUTIVE ASSISTANT cum H.R & ADMINISTRATION EXECUTIVE**

**Saviance Technologies Pvt. Ltd. – New Delhi, India**

From Sep 2010 - Jan 2013

Company Profile :Saviance Technologies is a US Healthcare IT Service provider focusing on Patient Engagement with Innovative Products and Solutions like Patient Intake Tablet, iHealthConnect Wellness Portal, Mobile Applications, Actionable Analytics and ICD-10 Testing Services. Incorporated in 1999 in New Jersey, with over 15 years of excellent industry track record, Saviance offers services & solutions that enable enterprises to achieve critical objectives.Saviance is a Gold Category Corporate Member with Healthcare Information Management Systems Society (HIMSS), member of mHealth Alliance and Corporate member of NJ-HITEC. We are awarded by INC. 5000 as one of the fastest growing privately held companies in North America. Saviance is also ranked among the Fast 50 Asian American Businesses in the United States by USPAACC (US Pan Asian American Chamber of Commerce) and selected as a 2014 "Top Business" recipient by ‘diversitybusiness.com’, A certified Minority Business Enterprise recognized by NMSDC, Saviance is also partner with leading global brands such as Microsoft, Amazon Web Services, Apple, Samsung and Red Hat.

Duties :

* Prepare and place all internal and external advertisements for recruitment.
* Posting Jobs in Company Sites.
* Maintain and update personnel records for staff (paper and electronic)
* Record leave and staff changes
* Keep filing up to date
* Scan paperwork for electronic filing
* Produce reports from the personnel database
* Preparing monthly attendance report for finance team for salary process.
* Maintaining cab and other travel bills for the finance department.
* Maintain routine correspondence and draft appropriate responses.
* Provide response to general HR enquiries verbal or written.
* Assisting the Assistant Executive with research and other special projects.
* Take an active role in creating a safe and healthy work environment.

**PROFESSIONAL QUALIFICATION :**

**IATA** certified candidate in Travel Management and EBT Course (Canada).

**ACADEMIC QUALIFICATION :**

* Post Graduate in **MTM (Tourism Management and Administration) from I.G.N.O.U,** Maiden Garhi, New Delhi.
* Graduate in **B.A (Economics)** from St. Cyril’s College, **Kerala University**, Kerala in 2010.
* Passed **XII** under **CBSE** from Kerala School, New Delhi, in the year 2007
* Passed **X** under **CBSE** from Kerala School, New Delhi, in the year, 2005

**LINGUSTICS ABILITIES :**

English (Professional working proficiency)

Malayalam (Native or bilingual proficiency)

Hindi (Professional working proficiency)

**PERSONAL DETAILS :**

Date of Birth : 9th May, 1989

Nationality : Indian

Marital Status : Married

Driving License : Valid UAE Driving License