**First Name of Application CV No 217782**

Whatsapp Mobile: +971504753686



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 **CARRICULUM VITAE**

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| --- | --- | --- | --- | --- |
| **Personal:-** |  |  |  |  |
|  |  |  |  |  |
| Date of Birth | **:** | 25th April 1965 |  |  |
| Sex | **:** | Male |  |  |
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|  |  |  |  |  |
| Languages known | **:** | English, Malayalam, Hindi, Tamil |  |  |
| Marital status | **:** | Married |  |  |
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| **Qualifications:-** | **:** | Completed Bachelor of Arts (B.A.) on 1987 – 1990 From Mahatma Gandhi University, Kerala, India |
|  | **:** | Passed Pre-university course (Pre-degree) 1984-1986 From Mahatma Gandhi University, Kerala, India  |
|  | **:** | Passed Higher Secondary CertificatesFrom Board of Public Examinations, Kerala, India. |
| **Additional Skills** | **:** | 1. | English Typewriting (60 w.p.m) |  |
|  |  | 2. | Having UAE Driving Licence |  |
|  |  | 3. | Diploma in Computer Application |  |
| **Experience** | **:** | **Total 24 years’ experience in Abu Dhabi** |
|  | **🟔** | **From 2004 April to 2015 May** |  |  |
|  |  | **Project Director Secretary** |  |  |
|  |  | **Arabian Construction Co., Abu Dhabi – U.A.E.** |
|  |  | **Duty involved:**- |  |  |
|  |  | 🖝 | Responsible for receiving, distributing and filing of Project Documents for Project Director.  |
|  |  | 🖝 | Prepare memos and correspondences for the Project Director, Project Manager, Construction Manager, MEP Manager etc.  |
|  |  | 🖝 | Maintain the site meeting schedule for all Department.  |
|  |  | 🖝 | Receive visitors and applicants and direct them to the person required.  |
|  |  | 🖝 | Administration and provision of site office facilities, including control of office furniture, equipment and ensure that all office equipment are maintained in good condition arrangement for maintenance and repair of equipment.  |
|  |  | 🖝 | Responsible for setting up and the maintenance of site office and control of the office boys and cleaners.  |
|  | **🟔** | **From 1993 June to 2004 March** |  |
|  |  | **Data Entry Clerk / Asst. P.R.O./ Office Secretary** |
|  |  | **Tata Project Limited, Abu Dhabi, U.A.E.** |
|  |  | **Duty involved:-** |  |
|  |  | 🖝 | Responsible all secretarial job and office administration works, preparation of all business correspondence, Document Control, preparation of tender, quotation and enquiry.  |
|  |  | 🖝 | Assisting Public Relation Officer, (preparation of visa papers, security forms, registering and renewing of agency agreements with Ministry of Economy, Abu Dhabi). |
|  |  | 🖝 | Preparation of Invoice, Postdated cheque processing, voucher, credit note, LPO, delivery note and preparing bank statement, reconciliation.  |
|  | **🟔** | **From 1991 January to 1993 May** |
|  |  | **Site Clerk** |
|  |  | **Al Geemi & Partners Cont. Co., Abu Dhabi, U.A.E.** |
|  |  | **Duty involved:-** |
|  |  | 🖝 | Attending telephone calls and all clerical works including workers time sheets etc. |
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