**Douglas (BSc Hon. Administration)**

**Douglas.365245@2freemail.com**

# Location : United Arab Emirates (Dubai)

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# Visa Status : Visit Visa (valid until 23 June 2017)

# OBJECTIVE

Dedicated professional with bachelor’s degree searching for a challenging Entry Level in Administration position with a reputable Company that will allow the use and growth of administrative skills, interpersonal abilities and career advancement.

A solid background of Administration and General Management which includes diligence, accuracy, accountability and ability to work under pressure gained through my work experience at the Ministry of Mines and Mining Development as an Administration Officer and secondment to the Special Minerals Unit as Administrator from May 2009- December 2013. Although no certificate has been issued I am also acquainted with ***System Applications Products*** (SAP)

# ATTRIBUTES

* Immense experience.
* Ability to work under minimal supervision.
* Exceptional integrity.
* Committed to maintain company image.
* Ability to think literally and team player

# PROFESSIONAL EXPERIENCE

# EMPLOYER – MINISTRY OF MINES AND MINING DEVOLPMENT

**APPOINTMENT – ADMINISTRATION OFFICER (Dec 2006 to Oct 2015).**

REPORTING TO – Deputy Director Administration and Finance

JOB SCOPE

1. **Preparation of Estimates of Expenditure**

Consumables

Service charges, e.g. rent, maintenance of assets

Asset purchases

1. **Procurement**

Establish availability of funds

Establish requirements

Check procurement requests against stocks

Source quotations – complying with tender requirements

Maintain stock levels to avoid stock outs

Produce monthly expenditure reports on goods and services

1. **Transport**

Procure, record all fuel purchases and issues

Make sure that all vehicles are serviced and maintained properly

Initiate board of inquiries on accidents.

Recommend the disposal of accident as well as obsolete vehicles.

1. **Internal Management**

Supervise and appraise all subordinates in their duties and responsibilities

Maintain adequate security of all offices

1. **Asset Control**

Maintain master asset register

Physically check all assets and compile annually asset certificates

Regulate movement of assets

Review and recommend repair and disposal of assets

1. **Office and Housing Accommodation**

Maintain inventory of office and housing accommodation

Ensure that office and housing accommodation are well maintained

Ensure rentals are paid for office and housing accommodation

**Key Achievements**

My greatest achievements to date are

1. Handling of Tenders and preparation of Tender documents.

I developed efficient and effective standard operating procedures (SOPs) for all procurement and tenders on SAP. These SOPs made procurement and tendering a very efficient process as well as curtailed corrupt and fraudulent incidences by 80%.

1. Ensure that LAN (Local Area Networking) is installed at the Ministry of Mines.

Managed to make sure that the Mines Head office and the departments are all connected by LAN. The development made communication more efficient and reduced delays in decision making.

1. Transport Policy.

As administrator I implemented one of the most sound, efficient and effective transport policy. The net effect of the policy saw a reduction in fuel consumption by 15%, reduced maintenance and service costs, low accidents cases as well as a health vehicle fleet.

# EDUCATION

# 1.University Graduate in *BSc Administration – University of Zimbabwe* (June 2006)

# SPECIALIZED SKILLS

* Critical analysis
* System Application Products (SAP)
* ICT Skills
* Internet
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Counseling
* Complex Problem Solving
* Training
* Customer Care

# OTHER INTERESTS

Football, Travelling and Chess