|  |  |  |  |
| --- | --- | --- | --- |
| **CURRICULUM**  **VITAE** | IMG_7354.JPG | | |
| **PERSONAL INFORMATION** |  | | |
| Name | **Riju**  **Riju.**[367082@2freemail.com](mailto:367082@2freemail.com) | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **WORK EXPERIENCE** |  | | |
| • Period | June 2012 – January 2016 | | |
| • Organization | **National Wheel J&P LLC, Dubai (UAE Branch of J&P (O) Ltd)** | | |
| • Title | Asst. HR & Administration Manager | | |
| • Reporting To | HR & Administration Manager | | |
| • Duties | * Supervising a team of 22 members as well as coordinating with various sites and departments to ensure that the work was completed in a timely and orderly manner | | |
|  | * Analyzing requirement of new employee recruits and fulfilling the same either by internal recruitment or by referring to the Central Operations Department | | |
|  | * Arranging interviews of qualified candidates with the line managers in case of internal recruitments | | |
|  | * Reviewing existing job analysis and job descriptions to ensure that they accurately reflect the current positions | | |
|  | * Reviewing appraisal reports of employees on a periodic basis and identifying areas to boost productivity including recommendations for promotions, trainings etc. | | |
|  | * Arranging various training programs for the employees either internally or through external training agencies in various disciplines as required | | |
|  | * Monitoring the progress of employees who underwent the trainings and suggesting corrective measures to improve productivity | | |
|  | * Overseeing the preparation of weekly reports of the status of manpower hired from various companies and liaising with the various sites as well as the manpower hiring companies to ensure the manpower level is utilized properly. | | |
|  | * Overseeing that the team handles the transfer and deployment of personnel as per schedule and maintain constant communication between the agent, head office and the candidate | | |
|  | * Charting the travel schedules for Top Management & VIP Guests including transportation, Meet & greet at airports and accommodation | | |
|  | * Handling of petty cash and controlling all financial matters of the department | | |
|  | * Placing order for office stationery as well as distributing the same | | |
|  | * Overseeing the submission of visit visas online and dispatching the same to the concerned once secured. | | |
|  | * Overseeing the preparation of various reports like monthly accommodation report, medical cost allocation report and group visas as required by the management. | | |
|  | * Ensuring that all insurance documents (for the various projects, accommodations, plant & machinery, motor vehicles etc.) are up-to date and active at all times | | |
|  | * Reporting accidents and damages to the insurance companies, liaising with them during the inspection visits and ensuring that all documents are sent to them and the claims followed up till settlement of payment | | |
|  | * Maintaining details as well as files of all properties leased/owned by the company. This also includes, coordinating with the accounts department for effecting the necessary payments to the landlord/real estate companies as well as ensuring that proper maintenances are carried out on time. | | |
|  | * Files all documents and correspondences and maintains complete records as well as keep a track of pending matters and closely follows the same till it is successfully completed. | | |
|  |  | | |
| • Period | May 2008 – June 2012 | | |
| • Organization | **National Wheel J&P LLC, Dubai (UAE Branch of J&P (O) Ltd)** | | |
| • Title | HR & Administration Officer / Insurance Coordinator | | |
| • Reporting To | Asst. HR & Administration Manager | | |
| • Duties | * Supervising a team of 6 members as well as coordinating with various sites and departments to ensure that the work is done in a timely and orderly manner | | |
|  | * Co-ordinating various training programs for the employees either internally or through external training agencies in various disciplines as required | | |
|  | * Preparing service agreement of new personnel and ensuring that the same is entered in the company records after collecting the signature of both the employee as well as the Admin Manager. | | |
|  | * Preparing weekly reports of the status of manpower hired from various companies and liaising with the various sites as well as the manpower hiring companies to ensure the manpower level is utilized properly. | | |
|  | * Ensuring that transfer and deployment of personnel take place as per schedule and maintain constant communication between the agent, head office and the candidate | | |
|  | * Preparing and maintaining appointment schedules for the Administration & HR Manager and communicating the same with visitors. | | |
|  | * Drafting letters and memos | | |
|  | * Charting the travel schedules for Top Management & VIP Guests including transportation, Meet & greet at airports and accommodation | | |
|  | * Placing order for office stationery as well as distributing the same | | |
|  | * Submitting visit visas online and dispatching the same to the concerned once secured. | | |
|  | * Preparation of various reports like monthly accommodation report, medical cost allocation report and summary of group visas as required by the management. | | |
|  | * Ensure the smooth functioning of computers in the administration department in coordination with the EDP department | | |
|  | * Preparing Pre-Qualification documents for various projects to be submitted to various clients | | |
|  | * Assist the tendering department in tendering works | | |
|  | * Ensuring that all insurance documents (for the various projects, accommodations, plant & machinery, motor vehicles etc.) are up-to date and active at all times | | |
|  | * Reporting accidents and damages to the insurance companies, liaising with them during the inspection visits and ensuring that all documents are sent to them and the claims followed up till payment | | |
|  | * Receiving invoices and other documents from third party companies or other departments and forwarding them to the concerned section after due cost allocations. | | |
|  | * Maintaining details as well as files of all properties leased/owned by the company. This also includes, coordinating with the accounts department for effecting the necessary payments to the landlord/real estate companies as well as ensuring that proper maintenances are carried out on time. | | |
|  | * Files all documents and correspondences and maintains complete records as well as keeps a track of pending matters and closely follows the same till it is successfully completed. | | |
|  |  | | |
| • Period | January 2006 – May 2008 | | |
| • Organization | **National Wheel J&P LLC, Dubai (UAE Branch of J&P (O) Ltd)** | | |
| • Title | Travel Section Clerk / Insurance Coordinator | | |
| • Reporting To | Travel Section In-Charge | | |
| • Duties | * Charting the travel schedules for the employees as well as co-ordinating accommodation for new recruits in coordination with the Camp Boss | | |
|  | * Ensuring the leave applications of employees proceeding on leave are duly filled and approved by all concerned | | |
|  | * Liaising with the travel agent for issuing the necessary tickets and communicating with the site administration once the arrangements are confirmed | | |
|  | * Preparing the LPO’s and forwarding it to the travel agent and account department for further processing | | |
|  | * Updating the employee’s personal files as well as the online database | | |
|  | * Preparing the necessary documents for the processing of employees visa and labour card | | |
|  | * Preparing the necessary documents and assisting the employee in the renewal of passport | | |
|  | * Preparing weekly reports on the status of various activities as well as forecasting the finance on a monthly basis | | |
|  | * Ensuring that all insurance documents (for the various projects, accommodations, plant & machinery, motor vehicles etc.) are up-to date and active at all times | | |
|  | * Reporting accidents and damages to the insurance companies, liaising with them during the inspection visits and ensuring that all documents are sent to them and the claims followed up till payment | | |
|  |  | | |
| • Period | June 2005 – December 2005 | | |
| • Organization | **Musherif Travel & Tourist Agency** | | |
| • Title | Booking Agent Cum IT Technician | | |
| • Reporting To | Office Manager | | |
| • Duties | * Booking of air tickets and hotel bookings as per the customer’s requirements at the most economical rates | | |
|  | * Preparing LPO’s for third party travel agents and receipts for customers | | |
|  | * Preparing financial reports on a weekly basis | | |
|  | * Maintaining and ensuring the network in the office is trouble free & servicing the computers when required | | |
| **EDUCATION AND**  **QUALIFICATIONS** |  | | |
| • Period | 2010 – 2013 **(Not Completed)** | | |
| • Certificate | **Masters in Business Administration (Operations)** | | |
| • University Name | S. P. Jain Center of Management (Dubai), UAE | | |
|  |  | | |
| • Period | 1999 – 2002 | | |
| • Certificate | **Bachelor’s of Science (Optical Instrumentation)** | | |
| • University Name | Kerala University, India | | |
|  |  | | |
| **OTHER CERTIFICATIONS** |  | | |
| • Period | 2005 (September – October) | | |
| • Certificate | **Basic Air Cargo Foundation** | | |
| • Institute Name | Emirates Aviation College, UAE | | |
|  |  | | |
| • Period | 2005 (March - April) | | |
| • Certificate | **Basic Airport Services** | | |
| • Institute Name | Skyline College, UAE | | |
|  |  | | |
| • Period | 2001 – 2004 | | |
| • Certificate | **Higher Diploma in Software Engineering** | | |
| • Institute Name | Aptech Computer Education, India | | |
|  |  | | |
| • Period | 1995 (October - November) | | |
| • Certificate | **“Born to Excel” – Leadership & Personality Development program** | | |
| • Institute Name | The Brain Power Institute (Dubai), UAE | | |
|  |  | | |
| **LINGUISTIC ABILITIES** |  | | |
| • Mother Tongue | Malayalam | | |
| • Other Languages and Levels | English | - | Fluent |
| Hindi | - | Fluent |
|  | Tamil | - | Spoken |
|  |  | | |
| **VEHICLE DRIVING LICENCE** |  | | |
| • UAE | Car | | |
| • India | Car & Motorcycle | | |
|  |  | | |
| **OTHER INFORMATIONS** |  | | |
| • Computer Skills | Advanced | | |
| • Known Software | Windows OS (95 – 10), MS Office Package (97 – 2013), Audio & video editing programs, Networking (LAN & WLAN), Air ticket Booking (Sabre & Worldspan) | | |
| • Hobbies | Photography, Reading, Travelling | | |
| • References | Professional & Personal – Available on request | | |

🙦🙤🙦🙤🙦🙤