***CURRICULUM VITAE***

**MANOJ**

**MANOJ.368545@2freemail.com**

 

**PROFESSIONAL EXPERIENCE**

* **SARAYA AL MADINA GENERAL TRADING L.L.C. - DUBAI -UAE**

**Post: Office in Charge / Asst. Manager [ 2009 January To 2017 Feb.]**

**Duties and Responsibilities**

* **Office Administration and Office routine work’s**
* **Managing Co. Staff and Supervising Day to Day jobs**
* **Filling & Maintaining the Co. Data**
* **Maintaining Company Staff Data base**
* **Greets visitors and performs general administrative duties.**
* **Answer telephone, take messages and answer inquiries**
* **Perform basic administrative duties**
* **Admin and HR functions**
* **Schedule appointments, maintain calendar**
* **Develop and maintain a filing system**
* **Make travel arrangements**
* **Prepare and manage correspondences, reports and documents**
* **Manage office supplies**
* **Co-Ordinate with Sales team for smooth running business**
* **Inquiry for new and existing Customer requirements**
* **Supporting with Delivery staff to deliver the goods**
* **BLACK EYES TRADING CO. L.L.C. DUBAI -U.A.E.**

**Post: Office in Charge [2004 July-2008 November ]**

**Duties and Responsibilities**

* **Filling & Maintaining the Co. Data**
* **Office Administration and Office routine work’s**
* **Managing Co. Staff and Supervising Day to Day jobs**
* **Maintaining Company Staff Data base**
* **PHOENICIA HOTEL – DUBAI – U.A.E**

**Post : Administrative Assistant in H.R. Dept. [1998 June - 2004 -May]**

**Duties and Responsibilities**

* **Maintaining Staff database**
* **Preparation of Staff Duty Resuming report to the General Manager**
* **Periodically checking staffs In and Out Time cards and Preparing Overtime**
* **During the absence of PRO , the following official works will be handled independently**

**A] Guest Visa submission at Airport and receiving the Hotel Guests**

**B] Processing of Staff Residence Visas / Labor Cards & Medical Reports**

**ACADEMIC QUALIFICATIONS**

**S.S.L.C [Certificate]**

**H.S.C. [Certificate]**

**B. A. [ Course not Completed ]**

**Technical Qualifications**

**Diploma in Computer Application**

**Finding information through Internet, sending messages through E- Mail** .

**Personal Details**

**Date of Birth : 15th April 1978**

**Nationality : Indian**

**Marital Status : Married**

**Visa Status : Visit Visa**

**Languages Known : English, Hindi, Malayalam, Tamil & Marathi**

**Reference available upon request.**