CURRICULUM VIATE

## PERSONAL

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| Name | : | SIMON  |
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| E-Mail  | : | E-Mail: simon.368949@2freemail.com  |
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| Date of Birth | : | 18 February 1962 |
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| Nationality  | : | Indian– Passport Valid until 23 Sept. 2022; Possess valid Indian & Oman Driving Licence. |
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| Qualification | : | B. Com., Bombay University; S.S.C., St. Xavier’s High School, Bhandup, Bombay.  |
|  | : | Computers – Self Taught – Thorough knowledge of MS Office Package (Word / Excel / PowerPoint). Intensive user of Lotus Notes / E-Mail. At complete ease operating custom designed software.  |
| Languages | : | **Excellent command of English** – both spoken & written. Highly accomplished in preparing business correspondence, contracts, reports and presentations, review & preparation of financial, legal and contractual documents. Knows Hindi, Marathi, Konkani, Can speak and understand a little of Arabic. |

## OBJECTIVE

To take up a challenging assignment where I could utilize the vast experience I have gained to achieve the Organization’s Goals and professional satisfaction.

## CAREER SYNOPSIS

* Total experience of over 35 years (14 years in India & 21 years in Oman, UAE & KSA).
* Extensive experience working with Sr. Management having ***Profit Centre responsibility***.
* ***Areas of expertise*** covers: General Management, Finance & Legal, Sales & Marketing, Gov. & Private sector Projects, Materials / Purchase, Factory / Plant Mgmnt., Facilities & Hospitality and HR / Support Services / Administration / Recruitment / Training.
* ***Business Sectors*** covered: FMCG, General Trading, Consumer Electronics & Appliances, Govt. Projects – Railways & Power, Iron & Steel, Construction / Real Estate & Allied industries, Contract Facilities Management & Hospitality Services (Industrial Catering & Allied Services), Pneumatics & Air Powered Tools and General Machinery.
* Excellent Planning, Organization and Coordination skills – A Multi-Tasking Person.
* Capable of working Individually or as a Team Member; Good interpersonal skills.
* Exposure to working in multi-ethnic / multi-cultural environment with large work force.
* Appreciated & Awarded in various forms for my performance and contribution.

## CAREER PROFILE (Reverse Chronological Order - Latest First)

## 1. Mohsin Haider Darwish LLC – December 2014 – February 2016

 MHD comprises of over 15 operating companies / divisions in addition to several subsidiary and associates with interest in investments, automotive, tyres & batteries, electronics & IT, building materials, projects, gases, oil sector, general trading, etc.

* **Executive Assistant / Confidential Secretary to Group Chief Financial Officer and Director-Finance**

\*\* As Executive Assistant & Confidential Secretary responsible for effective coordination of all Finance, Legal and HR related matters within and outside the organization. Compilation and preparation of Annual Business Plan, Monthly Management & MIS Reports, coordination with banks, statutory auditors, all external agencies, customers and clients.

\*\* Effective coordination and interaction with Shareholders (Owners) Offices, Division Directors / Business Profit Centre Heads and Heads of Subsidiary and Associate companies (in all 15 Divisions and 11 Subsidiaries /Associates).

\*\* Coordinated & overlooked establishment of new overseas subsidiaries in UAE and in-house advertising agency.

\*\* Calendar Management, travel arrangements, storage and retrieval of electronic and physical documents and other routine secretarial work.

## 2. Renaissance Services SAOG – Contract Services Group (CSG) – April 2007 – December 2014

CSG comprises of several operating companies – in Oman (Tawoos Industrial Services Co., Rusail Catering & Cleaning, RS PAC Div. & RS Duqum PAC); Overseas in UAE / Norway / Angola / Iraq / Afghanistan

* **HR & Support Services Officer (Feb. 2011 to Dec. 2014)**

\*\* As HR & Support Services Officer with overall responsibility for review and preparation of all new employee contracts, training and induction, staff welfare, change of employee contract documentation (promotions, transfers, demotions, etc), review files and assign staff number for both Omani and expat staff, resolve employee grievances, issue of warning and termination letters, review and approve leave and final settlements, Recruitment documentation and Agent Agreements, review CV’s, prepare job advertisements, conduct interviews & make offers, liaise with foreign embassies for visas, etc., liaise with hospitals/clinics for medical services for employees, conduct disciplinary investigations and prepare reports, conduct exit interviews and retain good staff, prepare and implement job descriptions, prepare and implement various company policies, visa administration, arrange repatriation of mortal remains, submit death benefit claims to insurance and ensure expeditious transfer of benefits to family of staff, day-to-day office administration work, etc.

\*\* **Achievements:** Standardized all employment contracts, offers of employment and other contractual documents in line with Oman Labour Law and company policies; ensured lowering of attrition levels by providing correct information to employees; Set in process, liaised with DG of Labour Care, Ministry of Manpower and formed the Labour Union for CSG Oman Operations; Part of Team to set up new HRMS system for CSG; Submitted accurate information and obtained OPAL Certification; Deputized as office manager for Office of CEO & CDO during the incumbent’s annual vacation.

* **Accountant & Executive Coordinator–Finance (April 2007 to January 2011)**

- Duties & Responsibilities broadly include but not limited to the following:

\*\* **As Executive Coordinator reporting to Chief Financial Officer** with responsibility for effective coordination of all Finance, Legal and HR related matters within and outside the organization. Compilation and preparation of Annual Business Plan, Monthly Management & MIS Reports, review and preparation of Contractual & Legal documents, coordination with banks, statutory auditors, all external agencies, customers and clients.

\*\* Responsible for establishment of new overseas subsidiary companies – preparation and scrutiny of all legal and non-legal documentation, coordination with overseas partners, bankers, lawyers, external auditors, etc.

\*\* Responsible for all insurance related matters – general & medical; preparation, submission and follow-up of claims. Submitted & ensured Death Claims for employees were expeditiously settled and benefits paid to beneficiary families.

\*\* **As Accountant-Payables & Sales** – booking of supplier invoices, managing payables, monthly supplier cheques (approx. value RO.3.5 million), supplier account reconciliation, preparation of rent & other payment cheques. Rigorous follow-up of long outstanding payments with difficult and slow paying clients; Accurate invoicing of Overseas Division services.

\*\* **As Payroll Accountant & Administrator** – responsible for accurate payroll preparation and timely payment of wages & salaries for a staff strength of over 3750. Checking & authorizing Employee Leave & End of Service settlements prior to payment. Ensure maintenance of accurate and up-to-date Employee Master Database.

 \*\* Special time-bound and confidential assignments as advised by senior management.

## 2. The Zubair Corporation, Muscat – June 2005 to March 2007

* **Sr. Executive Coordinator - Office of Chairman & Board of Directors and Private Office of H.E. The Advisor for Economic Planning Affairs to His Majesty The Sultan of Oman**

- Duties & Responsibilities broadly include but not limited to the following:

\*\* Coordination and support to the Chairman’s and Board of Director’s Office and coordination of all affairs of the Private Office of H.E. The Advisor to H.M. The Sultan.

\*\* Coordination with respective group companies, reviewing various reports submitted, initiating action where necessary.

\*\* Maintaining daily diary of appointments, coordinating travel arrangements, screening visitors, coordinating with Chairman’s government office, special assignments, etc.

## 3. Al-Fara’a Group of Companies, UAE. – 5th August 2004 – 14th March 2005

* **Office Administrator / Executive Assistant to Group Chairman & MD**

- Duties & Responsibilities broadly included but not limited to the following:

\*\* Complete administration of Chairman’s Secretariat supporting 7 group companies in the field of Construction & General Contracting, Ready-mix Concrete, Aluminium & Glass Works, MEP Works, Landscaping & Irrigation, Steel Structures, Pre-cast.

\*\* Coordination with General Managers / Divisional Heads of respective group companies, reviewing various reports submitted, initiating action where necessary ensuring GC&MD receives precise and complete information.

\*\* Maintaining daily diary of appointments (VVIP’s / Bankers / Sheikhs), coordinating travel arrangements, representing GC & MD at Social functions, meeting & screening visitors, coordinating with Press, Media & Advertising agencies, etc.

\*\* Supervising GC & MD’s personal affairs, work of 6 direct + 8 indirect staff.

## 4. The Coca-Cola Bottling Co. of Saudi Arabia – 4th March 1994 – May 2004

* ***October 2001– May 2004: Executive Secretary/Sales Coordinator to Regional Sales Mgr.***

- Duties & Responsibilities broadly included but not limited to the following:

\*\* Complete secretarial and sales administration support; compiling and preparing various daily / weekly / monthly sales reports and business presentations.

\*\* Extracting – compiling – presenting to the Management reports / information from Company’s custom designed Sales Information System.

\*\* Compiling & presenting results of various market surveys conducted in relation to Company’s products / business.

\*\* Preparations of various Contracts / Agreements as per contractual terms agreed.

\*\* Coordination with Department / Functional Heads, Branch Managers, Marketing Services, Finance & IT, Human Resources, etc. both at Regional and HO level.

\*\* Coordinate, advice and provide support on matters relating to HR, Training and Recruitment.

***Special Projects Executed******during Quarter Oct.-Dec. 2003***:

++ Collected & Compiled data from scratch and prepared Comprehensive Branch Profiles for 9 Branches within the Region. Data includes Political / Geographical / Economic Introduction of the area, Comparative Sales figures for last 3 years, Manpower Status, Company Infrastructure and Competitors Manpower & Sales Information.

++ Actively participated and assisted the Reg. Sales Manager in comprehensive updating of customer database to reflect current market penetration status.

* ***January 1998 – September 2001: Executive Secretary / Coordinator – HR, Training & Development, Recruitment and Saudiization***

\*\* Assisted the Training & Dev. Manager to consolidate Training Department activities kingdom-wide, was responsible for providing backup support for organizing all external and in-house training activities including preparation of all training materials.

\*\* Under guidance of HR Manager and T&D Manager, successfully implemented new Performance Management System. Assisted T&D Manager in implementation of Career & Succession Planning Programme.

\*\* Assisted T & D Manager in designing and conducting programmes in consultation with Sales Management Team for implementation of comprehensive Sales Systems such as Route Books, Sales Reporting Systems and Inventory Management, including establishment of National Standards & Indicators and a Route Analysis Format to improve efficiency and effectiveness of each sub-route; Subsequently assisted in carrying out a detailed market audit to measure the compliance of sales systems, thereby assess the impact of the programmes conducted.

\*\* Assisted T&D Manager in the process of establishing Learning Culture through Skills Assessment Workshop; Coordinated kingdom-wide execution of Quality Week.

\*\* Coordinated and participated in preparation of 3 video films titled ‘Message from the General Manager’ to communicate achievements and areas of focus, on a yearly basis.

\*\* Under guidance of T&D Manager conducted a detailed Performance Appraisal Analysis for Supervisory & Management Staff – results presented to Sr. Management.

\*\* Under guidance of T& D Manager compiled, prepared and rolled out New Employee Orientation Programme kingdom-wide, was responsible for preparing and coordinating Induction / Orientation of new Supervisory and Management staff.

\*\* ***Concurrently Since January 2001*** *–* ***Assigned additional complete responsibility of Recruitment function.*** Successfully completed recruitment and deployment of Sales Supervisors and Route Salesmen from India, Pakistan, Philippines, Egypt and Sudan before start of peak sales season *(Target for Completion of Recruitment Programme - End-June 2001, Achieved by Mid-May 2001).*

\*\* Responsible for day-to-day administration of recruitment function, receiving and scrutinizing manpower requests, sourcing of local and overseas candidates, allocation of available visas, co-ordination with overseas recruitment agents, etc.

\*\* Assist Recruitment & Saudiization Manager in recruitment and deployment of competent Saudi nationals.

\*\* Execute confidential and special projects assigned by Personnel Manager.

* ***May 1995 – December 1997: Executive Secretary – HR & Personnel Administration***

\*\* **Promoted and transferred from Jeddah Plant to Head Office**. Major responsibilities – Preparation of Personnel Requisition Specifications and job offers (including confidential offers for Sr. Management staff); Preparation of manpower budgets, recruitment and visa status reports, formulate appropriate job advertisements and co-ordinate their publication, both in local and foreign press; co-ordination with overseas recruitment agents from short-listing to deployment of candidates; implementation of employee promotion, compensation & benefits policies, etc. Received **Appreciation Award** for successful Recruitment Programme.

\*\* Under guidance of the H R Manager, successfully implemented new Performance Appraisal System company-wide, undertook review of all existing policies/procedures and introduced new Schedule of Benefits/Allowances. Reviewed & revised various administrative forms like Vacation/Absence, Business Travel Request, etc.

\*\* Maintained up-to-date confidential records and files of Sr. Management and HR Dept. Staff kingdom-wide.

* ***March 1994 – April 1995: Secretary to Plant Manager (Jeddah Plant)***

\*\* Complete secretarial and administrative work of Plant Manager’s office. As the Plant was Acquired, spearheaded project for establishment of complete new infrastructure during shutdown for Major Overhaul of Plant & Services, with special responsibility for monitoring timely supply of spares and materials from foreign and local suppliers.

\*\* Responsible for briefing / orientation of new arrivals and putting them on the job.

\*\* Responsible for Plant Administration Dept. which included co-ordination with Local Govt. officials, Contract Service Providers, Plant & Housing Compound Security, etc.

\*\* During Shutdown for Major Overhaul of Plant, under guidance of the Personnel Manager successfully managed short-term re-deployment and layoff of excess Plant personnel to cut down on operations and overhead cost.

### 5. Videocon International Limited, Bombay. April 1990 – February 1994

* **Sr. Secretary & Administrative Asst. to Vice President (Mktg. & Sales)**

\*\* Complete secretarial functions of Vice President’s office and administrative work of Marketing & Sales department including co-ordination with offices of Group Chairman, President, Technical Director, Reg. General Managers, Factory and Production Centres.

\*\* Arrange and co-ordinate visits of Collaborators Technical and Commercial Managers, Day-to-day interaction with Press Reporters, In-House and External Ad. Agencies.

\*\* Responsible for secretarial and co-ordination work of President’s and Technical Director’s offices during their fortnightly visits to Bombay Head Office.

\*\* Member of Team to oversee reduction of Operations & Overhead costs especially relating to electricity, telephones, stationery and car fuel.

\*\* Resolve complaints of difficult customers directly approaching VP’s office.

\*\* Maintain confidential records and files of company-wide Managerial Staff.

**6. TATA Exports Limited – Railway Electrification Div., Nagpur. Feb. 1988 – March 1990**

* **Secretary to Dy. General Manager / Sr. Operations Manager – R.E. Division**

\*\* Complete secretarial work & office administration, Project Billing, Co-ordination with Railway Project offices, On-Site Sub-Contractors, Head Office and On-Site Engineers.

\*\* ***Special Assignment***: Co-ordination with local fabricated material supplier, project billing and payment follow-up relating to National Thermal Power Corp. HT Power Supply project.

**7. Sunflag Iron & Steel Co. Limited, Nagpur. December 1985 – January 1988**

* **Secretary to Executive Director & Chief Executive**

\*\* **FIRST EMPLOYEE of the organization**. Set up complete infrastructure for new offices of ED & CE and GM (Projects). Assisted the newly recruited GM (Finance), DGM (Projects) and DGM (P&A) until recruitment of their respective support staff.

\*\* Under guidance of ED & CE, Formulated and Implemented new administration systems / procedures; coordinated with Architect for Design & Decoration of new office premises.

\*\* Close co-ordination for project implementation with Project Consulting Engineers, Foreign Collaborators (Krupp and Mannesmann Demag of Germany), Local & Foreign Equipment Suppliers, Site Managers & Labour Contractors.

\*\* Responsible for putting together Weekly & Monthly Reports for Group Director’s offices in Delhi and London.

\*\* Carried out Feasibility Study, obtained approval of Central, State & Local authorities, procured equipment for Installation and Setting-up of Wireless Communication Stations at Head Office and Project Site. Project accomplished under guidance of Ex-Indian Air Force Wing Commander (a Specialist in Wireless Communication).

**8. Voltas Limited, Refrigerator Project, Nagpur. December 1984 – November 1985**

* **Steno-Secretary to Materials Manager**

\*\* Secretarial work, co-ordination between Purchase department and Project Site, purchase order follow-up, emergency local purchases.

\*\* ***Special Assignment***: Assisted the Engineering Manager in compilation and presentation of New Refrigerator Compressor Plant Project Report (Collaboration with DANFOSS Compressors of Denmark). Presentation made to Chairman & Members of Board of Directors, Sr. Managers of Foreign Collaborators and Financial Institutions and officials of Central & State Government.

**9. Schrader-Scovill Duncan Limited, Bombay. May 1980 – November 1984.**

* **Steno to Marketing Manager**

\*\* Secretarial work, preparation of major order confirmations and billing, filing & record keeping, liaison with Purchase & Production departments, maintaining and updating Kardex System records for Major Clients.

\*\* Received **Appreciation Letter** from a prospective customer for providing product information even after the office had closed. The Company subsequently received a bulk supply order.

**Extra Curricular Activities**

\*\* Active Member of Morrison Muscat Toastmasters Club. Won several awards for Table Topics and speeches. Conducted / Moderated Weekly Toastmaster sessions; participated in various Club activities; Officiated as Judge / Moderator for InterClub competitions.

\*\* Won Gold & Silver Medals at Bombay Suburban Athletics Meet. Was also Overall Champion at High Schools Athletic Competition.

\*\* Was Captain of School Football Team at Bombay Inter-Schools Tournament.

\*\* Founder Director and subsequently Director-Finance & Community Programmes of Young Giants Group of Mulund affiliated to GIANTS International. Received Appreciation Awards for out-standing community service. Held membership of LIONS Club and ROTARY Club and participated in their community programmes.

\*\* Organized Summer Vacation Recreation Camps for school children and social get-together functions for youth.

**Hobbies**

\*\* Reading, Listening classical & country music (Western & Indian), Hiking & Exploring, Organizing Social Get-togethers and Cooking.