**CURRICULUM VITAE**

**EXECUTIVE SECRETARY / PROJECT SECRETARY**

 

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| **ANIL** **ANIL.375324@2freemail.com** |   |

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| *A CHALLENGING POSITION IN A REMARKABLE REPUTED ORGANIZATION LEADING TO A WELL-PLANNED CAREER THAT UTILIZES, STIMULATES AND UPGRADES MY SKILLS AND ABILITIES.* |

**PERSONAL INFORMATION:**

GENDER : MALE

AGE : 47 YEARS

MARITAL STATUS : MARRIED

NATIONALITY : INDIAN

VISA STATUS : U.A.E. RESIDENCE VISA

PASSPORT DETAILS:

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| SR.NO. | PASSPORT NO. | PLACE OF ISSUE | DATE OF ISSUE | DATE OF EXPIRY |
| 1 |  | ABU DHABI, U.A.E. | 05/06/2011 | 05/06/2021 |

U.A.E. DRIVING LICENCE:

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| SR.NO. | LICENCE NO. | PLACE OF ISSUE | DATE OF ISSUE | DATE OF EXPIRY |
| 1 |  | DUBAI, U.A.E. | 14/01/2006 | 14/01/2026 |

**EDUCATIONAL & PROFESSIONAL QUALIFICATIONS**

* S.S.L.C FROM KERALA BOARD OF EDUCATION
* PREE DEGREE COMPLETED FROM KERALA UNIVERSITY
* DIPLOMA IN COMPUTER AIDED TRAINING FROM C-CAT (INSTITUTE FOR COMPUTER TRAINING), MUMBAI, MAHARASHTRA.
* WELL KNOWLEDGE IN MS OFFICE
* ENGLISH TYPEWRITING WITH SPEED OF ABOVE 70 W.P.M.

**PROFESSIONAL EXPERIENCE**

1. **PRESENTLY (SINCE 27 JULY 2010) WORKING WITH M/S. AMPLEX EMIRATES L.L.C. AS A SR. PROJECT SECRETARY CUM DOCUMENT CONTROLLER**

**POSITION OBJECTIVE: TO PREPARE ALL PROJECT RELEATED CORRESPONDENCES AND TO MANAGE THE PROJECT ADMINISTRATION DURING THE PROJECT PERIOD**

1. SELF CORRESPONDENCE AND HANDLING ALL INCOMING AND OUTGOING COMMUNICATIONS WITH A PROPER LOGGING SYSTEM.
2. PREPARES ALL KIND OF PROJECT RELATED DOCUMENTS (MEMOS & MINUTES OF MEETINGS) AND PRESENTING TO THE PROJECT DIRECTOR AS AND WHEN REQUIRED
3. MAINTAINS A PROPER FILING SYTEM FOR THE PROJECT, INCLUDING ALL THE TECHNICAL AND ADMINSITRATIVE DOCUMENTS
4. KEEPS ALL THE COMPANY STAMPS AND LETTER HEADS UNDER SAFE CUSTODY FOR THE PROJECT REQUIREMENTS
5. MANAGES THE PETTY CASH FOR THE PROJECT AS WELL AS FOR THE SITE OFFICE AND INFORM THE PROJECT DIRECTOR OF STATUS ON A WEEKLY BASIS.
6. RECEIVES AND DISTRIBUTES DOCUMENTS, LETTERS AND CORRESPONDENCE TO THE RELEVANT PROJECT STAFF
7. MAINTAINING LOG FOR THE USAGE OF EACH PROJECTS VEHICLE WITH PROPER DETAILS OF TRANSFER AND REPLACEMENT OF VEHICLES. ALSO, COORDINATES WITH THE PROJECT STAFF AND DRIVERS TO SOLVE ANY VEHICLE RELATED ISSUES IN THE SITE, IF ANY.
8. COORDINATES WITH THE HUMAN RESOURCES & PUBLIC RELATIONS DEPARTMENTS FOR PROJECT STAFF AND OT STAFF TRANSFER, JOINING, LEAVE, CLEARANCE ETC. ETC.
9. PREPARATION OF STAFF AND OT STAFF TIME SHEET AND FORWARD TO ACCOUNTS DEPARTMENT IN MONTHLY BASIS.
10. PREPARATION OF ANNUAL LEAVE PLAN FOR STAFF & OT STAFF IN AN YEARLY BASIS.
11. SCHEDULING MEETINGS FOR PROJECT DIRECTOR.
12. **FROM 28TH APRIL 2008 TO 24th JULY 2010 WORKED WITH M/S. NATIONAL PROJECTS & CONSTRUCTION L.L.C AS A SITE SECRETARY.**

**NATURE OF WORKS:** PERFORMING SECRETARIAL DUTIES TO ENSURE THE SMOOTH RUNNING OF THE SITE ADMINISTRATION FUNCTION, SUCH AS;

1. SUPPORTING THE SITE TEAM IN THE COORDINATION OF SITE OPERATIONS
2. SELF CORRESPONDENCE & DEALING WITH ALL INCOMING AND OUTGOING COMMUNICATIONS
3. HANDLING AND MANAGING INCOMING AND OUT GOING CORRESPONDENCE WITH A PROPER MAINTENANCE OF IN / OUT LOG
4. MAINTAINING PROPER FILING WITH I.S.O. STANDARD
5. HANDLING SITE PETTY CASH AND PREPRATION OF STATEMENTS IN WEEKLY BASIS TO FORWARD THE SAME TO HEAD OFFICE.
6. ATTENDING & RECORDING THE MINUTES FOR PROJECT PROGRESS OF MEETING IN WEEKLY BASIS & OPERATIONS MEETING IN BI-WEEKLY BASIS.
7. SCHEDULING MEETINGS FOR PROJECT MANAGER
8. SUPPORTING THE DOCUMENTATION DEPT. TO EXPEDITE THE SUBMISSIONS TO CONSULTANT
9. SUPERVISION OF TIME & ATTENDANCE MACHINE AND PREPARATION OF MONTHLY ATTENDANCE FOR SITE STAFF
10. COORDINATING WITH HUMAN RESOURCES DEPARTMENTS, PUBLIC RELATIONS DEPARTMENTS & CAMP OFFICES TO SOLVE SITE STAFF & WORKERS ISSUES.
11. **WORKED WITH M/S. AL MEMZAR CONTRACTING L.L.C. DUBAI, U.A.E. ASN AN EXECUTIVE SECRETARY FOR A PERIOD OF 9 YEARS AND 4 MONTHS (FROM 12TH DEC. 1998 TO 27TH APRIL 2008)**

**NATURE OF WORKS:** PERFORMING SECRETARIAL DUTIES TO ENSURE THE SMOOTH RUNNING OF THE OFFICE ADMINISTRATION FUCTION, SUCH AS;

1. SELF CORRESPONDENCE & DEALING WITH ALL INCOMING AND OUTGOING COMMUNICATIONS.
2. PROPER MAINTENANCE OF FILING SYSTEMS
3. ASSISTING THE QUANTITY SURVEYOR TO PREPARE BILL OF QUANTITIES FOR ONWARD SUBMISSION TO CONSULTANT TO PARTICIPATE IN TENDER
4. PREPARATION OF MONTHLY PAYMENT CERTIFICATES FOR EACH PROJECT TO GET CLIENT’S APPROVAL
5. PREPARATION OF LOCAL PURCHASE ORDERS FOR BUILDING MATERIALS
6. PREPRATION OF TRANSMITTALS FOR SHOP DRAWINGS AND OTHER SUBMITTALS FOR CONSULTANT’S APPROVAL TO CARRYOUT THE SITE ACTIVITIES.
7. SUBMISSION OF ON LINE APPLICATIONS FOR DEMARCATION PRIOR TO CONSTRUCTION WORK, NEW AND RENEWAL OF BUILDING PERMITS & COMPLETION CERTIFICATES ETC. ETC. TO DUBAI MUNICIPALITY AND ALL CONSTRUCTION RELATED APPLICATIONS TO DEWA.
8. COORDINATING WITH MANPOWER SUPPLY COMPANIES FOR SUPPLY OF NEW CONSTRUCTION WORKERS.
9. SCHEDULING MEETINGS FOR MANAGING DIRECTORS WITH CLIENTS / CONSULTANTS AND OTHER PARTIES.
10. ARRANGING TOURIST / BUSINESS VISAS FOR DIRECTORS FROM OTHER NATIONS IN COORDINATION WITH P.R.O.
11. APPLYING FOR PASSPORT RENEWAL FOR COMPANY STAFF AND WORKERS.
12. **WORKED WITH M/S. HIGH LINE GEN. TRADING CO., SHARJAH, U.A.E., AS AN ACCOUNTS CLERK CUM COPUTER OPERATOR FOR A PERIOD OF 4 YEARS AND 9 MONTHS (FROM 23RD AUG. 1993 TO 4TH MAY 1998)**

**NATURE OF WORKS:**

1. PREPARATION OF OUT GOING LETTERS & MAINTAINING THE FILING SYSTEM
2. PREPARATION OF DELIVERY NOTES AND INVOICES
3. CONTROLLING THE INVENTORY SYSTEM FOR DIFFERENT TYPES MATERIALS IN THEIR 3 MORE SHOWROOMS
4. ASSISTING THE CHIEF ACCOUNTANT FOR AUDITING PURPOSE.
5. ALSO, WORKED IN THEIR MARINE EQUIPMENTS SHOWROOM, SADDLERY SHOWROOM & FURNITURE SHOWROOM AS AN INDOOR SALESMAN FOR FEW MONTHS.

EXPECTED SALARY :

 √ NEGOTIABLE

**LANGUAGES KNOWN :**

√ SPEAK, READ & WRITE - ENGLISH, HINDI & MALAYALAM

√ SPEAK - ARABIC

**EXTRA CURRICULAR ACTIVITIES :**

 √ READING BOOKS

√ PLAYING CRICKET

√ TRAVELING.

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