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|  | **BIJOY** |
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| Email: [bijoy.375855@2freemail.com](mailto:bijoy.375855@2freemail.com) | Mobile: Whatsapp +971504753686 / +919979971283 |
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**Qualification**

* **Master of Arts** (M.A) Completed–Economics, University of Kerala, India
* **Bachelor of Arts** (B.A) - Economics, University of Kerala, India

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| **Professional Training** | |  |
|  Human Resources Management System | | ● Internal Auditing for ISO 9001: 2008 |
|  | ISO 14001:2004 | ● Oracle Application |
|  | OHSAS 18001:2007 | ● First Aider |
|  | Basic Fire Fighting | ● We are all Police – Abu Dhabi Community Police. |
| **Professional Experience** | |  |
| **DARWISH BIN AHMED & SONS COMPANY LLC**. Abu Dhabi, U. A. E. | | |
| **Office Administrator** | | **Division Secretary** |
| Division: Guaranteed Spare Parts | | Division: Heavy Equipment & Parts |
| September 2015 - to present | | December 2002 – September 2015 |



Duties & responsibilities:

* Preparing Sales orders and price lists in Oracle system.
* Coordinating with IT department to the net and system proper functions.
* Preparing biometric monthly report for staffs to prepare their emoluments.
* Handling Division office day-to-day general and official matters.
* Handling Petty cash (Dhs.10,000/-)
* Handling Cash sales, depositing in Bank and updating with Finance Dept.
* Preparing daily paid employees salary through punching cards as well as biometric system.
* Handling all stationery requirements for the Division.
* Inviting quotations from the major suppliers for Division requirements.
* Arranging all travels for the employees on their annual leave and business trip.
* Supporting all Sales Engineers on their routine works.
* Controlling all documents and updated filing as per ISO requirements.
* Preparing vehicle handing & taking over documents from Division Staff.
* Preparing all leave documents i.e., leave application, passport request, air-ticket request etc.
* Conducting internal audits and follows up ISO requirements
* Arranging medical and follow up visa stamping for staff.
* Arranging all parts delivery to the customers on time and follows up delivery note and invoice.
* Following up and reminding the renewal dates of Vehicle’s registration, employees’ visas, health-cards and their passports.
* Arranging meeting for all Sales Engineers from Dubai, Al Ain and Sharjah Divisions



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* Division secretarial & administration all jobs.
* Preparing quotation with competitive price.
* Handling all Purchase order and following up all invoices in order to submit our Finance Dept.
* Following up Supplier’s Payment.
* Preparing customers’ outstanding Statement and follow up.
* Preparing and updating Sales and Purchase report daily basis.
* Preparing Local Purchase orders / International Purchase Orders.
* Updating complete the customers’ and suppliers’ list.
* Arranging catalogues related to all products to generating revenue.
* Checking price through Oracle Systems for walking customers.
* Arranging new appointment on the time with concern party.
* Preparing Divisions’ correspondences, faxes and memos.
* Arranging all documents related to ISO 9001 & OHSAS 18001.
* Counseled inmates regarding institutional, domestic, or emotional adjustment problems.
* Supervised inmates and conducted regular observations for new signs of disorder or tension
* Recorded and communicated said observations to higher authorities with utmost professionalism.
* Provided discipline and control techniques including various forms of physical restraint where necessary.
* Put methods in place to remove and refrain from introducing contraband in facility.
* Self-starter that can work independently or with a team.
* Creative problem solver, recognized for getting most of out of limited resources.
* Coordinate and organize special events.
* Read and filter corporate email, serving as first line of customer support.

**Additional jobs: Regarding Value Added Tax (VAT) registration numbers follow up with Customers as well as Suppliers and updating in the Oracle system to reflecting the same in the Purchase orders and Invoices accordingly**.



**CCC Group - Consolidated Contractors Int’l Co. (ISO 9001) www.ccc.gr**

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| **Position** | **:** | **Executive Secretary to Personnel & Admin Manager** |
| **Duration** | **:** | **1993 to 2002** |
| **Work Location** | **:** | **Area Personnel –Abu Dhabi.** |

Duties & responsibilities:

* All Secretarial works in the Department.
* Preparing Daily, Weekly and Monthly Manpower Reports.
* Preparing Monthly Reports to Main office at Athens in every month.
* Preparing employment contracts and riders for each employee.
* Arranging interview for new staff like Clerks, Computer Operators and Secretaries.
* Follow up the travel advisory of arrival and departure.
* Arranging hotel accommodation and transportation of new arrivals.
* Handling office all general things, Electricity, Water Telephone & Fax etc.
* In charge of all office stationery and supplies, ordering & preparing requisitions, LPOs etc.
* Air-ticket booking for staff and arranging their travel including Hotel Accommodations.



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* Checking all documents for new recruits for each project through Recruiting Agency.
* Applying visas upon project’s requirements.
* Preparing leave settlement, action sheets (transfer, increment, reclassification & termination) final settlements according UAE Labour Law.
* Preparing annual calculating sheets of indemnity, leave and air-ticket provisions for each employee and each project according UAE Labour Law and Company policy and regulations.
* Checking and calculating the accommodation bill every month and submitting Accounts sections for payments.
* Checking Air-ticket invoices and input in the computer systems- HRMS.
* Calculating cost of air-ticket by route for each year.
* Preparing daily time sheets for all staff and submitting account section for payment at the end of each month, including sick leave, paid leave, unpaid leave and accident leave.
* In charge of all mail and correspondence in coming and out going.
* Follow up the renewal of all vehicle registration and licence on time.
* Preparing memos and faxes for all correspondence accordingly.
* Calculating and controlling annual increments for all employees by Company rules and regulations.
* Handling drivers and their duties.
* Handling petty cash upto Dhs.5,000/-
* Initialising Personnel Records for newly engaged employees & updating the same.
* Bank letters for Loan and credit card, Salary certificates and service Certificates.
* Arrangements for stamping Kazakhstan visa from Dubai Embassy and follow up their travel to Kazakhstan.
* Follow up all jobs related to Personnel Department.

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| **Personal Details:** |  |  |
| **Date of Birth** | **:** | **29th May 1970** |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Language Spoken | : | English, Hindi & Malayalam |
| Computer skill | : | MS Windows (Excel, Word, Power Point, Internet, Outlook etc) |



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