**RAHUL**

**Address:** *Satwa, Dubai UAE*

**Mobile:** *C/o 971505891826*

**Email:** [*rahul.377388@2freemail.com*](mailto:rahul.377388@2freemail.com)

**Visa Status:** Jebel Ali Freezone Residence Visa

**Available for Joining:** Immediately

## CAREER OBJECTIVES:

Seeking an opportunity to contribute as an Office Assistant/ Coordinator or Warehouse Assistant position that could make best use of my knowledge, skills & values acquired through my work experience.

## WORKING EXPERIENCE

**POSITION: Sales and Service Coordinator/office assistant**

**Schottel Middle East FZE**

**Jebel Ali Freezone, U.A.E.**

**Nov 2011 to present**

**Responsibilities:**

**Planning:**

* Receive all relevant information about upcoming job from Service Manager
* This includes customer, nature of job, dates, location, contact person, type of Service Engineer (mech/elec)
* Assign Service Engineer to job and prepare travel arrangements including flights, hotel, pickups etc. All travels have to be approved by ASM.
* Check for potential travel restrictions, visa, vaccinations and other requirements
* Supply Service Engineer with relevant travel information as well as technical documentation as required
* SME engineers have priority but checking with wider service network if necessary (e.g. use of other SCHOTTEL Daughters)
* Carry out risk assessment with International SOS for relevant countries

**Operational Matters:**

* Receive updates from SM about job progress
* Carry out amendments to existing travel arrangements as required
* Supply SE with further documentation such as manuals, drawings, etc. as required
* Arrange gate passes as required
* Remain in close communication with SM and Service Engineer

**Administration:**

* Generate job numbers
* Maintain a register of passports, visa, vaccinations, qualifications, special training for all engineers
* Maintain a register of utilization of Service Engineers
* Maintain a register of service jobs by Service Engineers
* Maintain a register of costs incurred by Service Engineer per job and keep SM informed so costs are monitored
* Prepare expense sheet for individual jobs upon return of Service Engineers and capture costs in Sage
* Inform SM and HR of expiry dates of passports, labour cards, visa, vaccinations of Service Engineers
* Assist After Sales Team with preparation of spare parts offers / entering items in Sage ERP system
* Checking and maintaining the inventory and stock of spare parts
* Guest relationships and service refreshments
* Attending incoming phone calls and emails and directing to concerned department
* Purchasing of Office supplies
* Usage of office equipment

**POSITION: Security Officer**

**EMRILL, C/O EMMAR PROPERTIES**

**Dubai, U.A.E.**

**July 2010 to Oct 2011**

**Responsibilities:**

* Reception duties
* Responsible for Health and Safety and dealing with Emergencies
* Responsible for communication and customer care for Security Personnel
* Coordination of activities for Security Personnel
* Patrolling and ID checking
* Logging the visitors

## TRAINING

1. Basic First Aid Course from Trakhees , Government of Dubai
2. Security Personnel training from Dubai Police Academy
3. MS Excel 2010 training from ExecuTrain, Dubai
4. MS Office training from ECIT, Government of India
5. Fire Evacuation Drill Orientation and Training from Dubai World Security

## EDUCATIONAL QUALIFICATION:

Higher Secondary: Science, Government of Kerala, India

## PERSONAL INFORMATION:

**Date of Birth:** Feb 02, 1986

**Place of Birth:** Kerala, India

**Nationality:** Indian

**Sex:** Male

**Civil Status:** Married

**Language Spoken:** English, Malayalam, Hindi

## DECLARATION

*I hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief. If selected to serve your esteemed organization I assure you, I will prove all my abilities to do my works to the entire satisfaction of my superiors.*

RAHUL

Date:

Location: