**RAJ**

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**Professional Summary**

Versatile Administrative Manager who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Adept at coordinating meetings and conference calls planning itineraries and designing detailed spreadsheets. Focused on ensuring efficient office operations through effective management methods. Capable of offering a comprehensive knowledge of the principles, techniques and instruments to excel the working standards

**Skills**

Capable of managing multiple tasks with an emphasis on retaining quality standards

Ability to quickly assess and prioritize projects and office tasks

Familiar with all MS Office Suite applications

Proficient at evaluating problems and quickly devising practical solutions

Ability to meet tight deadlines

Good team player and motivator

 Excellent research skills

 Solid communications skills

**Work History**

**Project Administrator, 02/2002 to Current**

Asia Building Services – Dubai, Dubai

• Coordinated utility service providers according to project schedules.

• Performed regular job site observations to provide direction for the team.

• Prepared regular interval progress reports.

• Determined the project schedule, which included the sequence of maintenance activities.

• Reported the quality of performance on site to all site managers.

• Scheduled all contractors and materials deliveries.

**Site Supervisor, 02/1998 to 02/2002**

Asia Building Services – Dubai, Dubai

* Conducted project monitoring to ensure quality construction and safety.
* Successfully implemented project cost control procedures and monitoring.
* Adjusted work schedules as needed in order to meet all project deadlines.
* Read blueprints and plans and communicated them to workers.
* Trained, interviewed and hired workers.

**Education**

Bachelor of Science (Kerala University): 1997
T.K. Madhava Memorial College - Nangiarkulangara, Kerala, India

Pre Degree Course (Kerala University): 1992

T.K. Madhava Memorial College - Nangiarkulangara, Kerala, India