**BIJU**

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biju.379307@2freemail.com

C/o- +971504753686

**Summary**

Ambitious Corporate Lawyer driven to provide exceptional administrative support and customer service. Strengths include legal research, time management and trial preparation.

**Skills**

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| --- | --- |
|  | Cost reduction strategies |
| Specialty in International Law | Budgeting and forecasting |
| Proficient in MS Office | Process improvement |
| Excellent investigative and reporting skills | Quality assurance and control |
| Excellent judgment | Project planning and development |
| Strong work ethic | Results-oriented |
| Account administration | Unsurpassed work ethic |
| Financial and estate planning | Organized |
| Benefits and payroll | Superb interpersonal skills |
| co ordination Staff recruiting and | Fluent in English |
| retention | Time management |
| Payroll processing |  |
| Customer relations specialist |  |
| Advanced training in accounting software. |  |
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**Work History**

**HR/Operational Manager**

**Savy hospitality K.S.A** –Saudi Arabia

06/2015 to 01/2017

 Developed and enforced company policy and procedures relating to all phases of human resources activity.

 Managed all aspects of office administration, including employee notifications and vendor management.

 Established and monitored employee pay scales.

 Managed the employee rewards programs.

 Conducted job analysis and job evaluations, resulting in quality job specifications.

 Audited workplace, employee and management policies and procedures.

 Established operational objectives and work plans and delegated assignments to subordinate managers.

 Managed Restaurants employees and workers.

 Prepared and distributed payroll for staff’s direct reports.

 Composed and drafted all outgoing correspondence and reports for General Manager.

 Oversaw inventory and Department supply purchases.

 Negotiated pricing with vendors regarding wholesale billing and marketing procedures.

 Complied annual recommendations for end of fiscal year budgets.

 Processed accounts receivable and accounts payable.

 Liaised with vendors to order and maintain inventory of Departmental supplies.

 Performed accounts receivable duties including invoicing, researching charge back, discrepancies and reconciliations.

 Supervised employees and managers.

**HR/Administrative Manager**

**CD Hospitality Groups LTD** –London, United Kingdom.

04/2011 to 01/2014

 Planned and coordinated logistics and materials for executive staff meetings, and staff events.

 Managed all aspects of HR administration, employee notifications.

 Ordered and distributed department supplies while adhering to a fixed budget.

 Audited workplace, employee and management policies and procedures, managed employee rewards programs.

 Managed office supplies, vendors, organization and upkeep.

 Screened applicant resumes and coordinated both phone and in-person interviews.

 Answered and managed incoming and outgoing calls while recording accurate messages.

 Pay Roll management.

 Greeted numerous visitors, including VIPs, vendors and interview candidates.

 Helped distribute employee notices and mail around the office.

 Maintained a clean reception area, including lounge and associated areas.

 Drafted weekly time sheets for executive staffs and employees.

 Organized all new hire, security and temporary paperwork.

**Administrator, Legal Assistant**

**Tann & Tann Ltd** –England, United Kingdom

02/2010 to 03/2011

 Worked as a team with attorneys, administrative assistants and fellow legal assistants.

 Produced legal documents, including contracts and real estate closing statements.

 Filed all pleadings with the court clerk.

 Prepared for trials by organizing exhibits and other key evidence.

 Researched statutes, decisions, legal articles and codes.

 Contacted witnesses to testify under oath at court hearings.

 Investigated facts and law of cases, using pertinent sources to determine causes of action and to prepare cases.

 Directed and coordinated law office activity, including delivery of subpoenas.

 Developed a working relationship with courts, clients, debtors and attorneys.

 Analyzed client balance sheets for auditing purposes.

 Assisted attorneys with reviewing and organizing witness reports.

 Contacted clients to schedule appointments and discuss the progress of cases.

 Prepared for trials by conducting legal research and drafting pleadings.

 Met with clients to update them on progress of cases.

**IPR Attorney**

03/2009 to 09/2010

**Legal maxims**

– Cochin

 Worked as a team with attorneys, administrative assistants and fellow legal assistants.

 Produced legal documents, including contracts and real estate closing statements.

 Prepared for trials by organizing exhibits and other key evidence.

 Researched statutes, decisions, legal articles and codes.

 Developed a working relationship with courts, clients, debtors and attorneys.

 Analyzed client balance sheets for auditing purposes.

 Assisted attorneys with reviewing and organizing witness reports.

 Assisted up to 5 lawyers at a time.

 Updated the company software with skip trace results.

**Education**

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| --- | --- |
| **MBA**: General management and International management | 2012 |

**Sunder Land University** - United Kingdom

 Specialized in General Management and International Management

 Coursework in quality system management in Tesco PLC.

 Coursework in marketing strategy in Taj Groups.

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| --- | --- |
| **Diploma**: Strategic management and leadership | 2011 |

**EDEXEL** - United Kingdom

 Strategic management and leadership skills.

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| --- | --- |
| **LLB**: LAW | 2009 |

**Govt Law College** - Trivandrum

 Specialization in International Law and Tax law

**Personal Information**



Sex & Marital Status: Male & Married Age & DOB: 33 years, 18th May 1984. Nationality / Citizen: Indian

Visa status: Visiting Visa, Relocation: Willingness to relocate both Domestic and International

**Additional Information**

 I hereby declare that the particulars given above are correct to the best of my knowledge and belief. In case any entry is later on found to be incorrect/false or misleading, my consideration for placement is liable to be rejected.