**Curriculum Vitae**

Name : Nelson

Address : Bur Dubai

 United Arab Emirates

Date of Birth :17th August 1985

Nationality : Indian

Gender : Male

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Languages known : English, Hindi, Kannada, Konkani, Tulu

Visa Status : Visit visa (Expires 28th May 2018)



**PROFESSIONAL SUMMARY**

* Administrative & HR Executive for one year nine months by providing personalized secretarial and administrative support in a well-organized and timely manner.
* As Admin Specialist for about five years managed events and administrative projects.

**WORK EXPERIENCE**

1. **Position - Administrative & HR Executive**

**Company -Al Ummar Group of Companies, Bangalore**

**Duration –December 2015 To August 2017**

* Primary point of contact between the executives and internal/external clients.
* Maintained master corporate calendar of all all-hands events, conferences, holidays and vacations.
* Received incoming calls and emails; take messages, respond appropriately and route correspondence to the appropriate executive of staff member.
* Maintained daily electronic journal, arrange meetings and appointments and provide reminders as needed.
* Maintained strong relationships with vendors and keep price data in order to get best pricing on supplies and services.
* Developed and carried out an efficient documentation and filing system for both paper and electronic records.
* Monitored office supply levels; reorder when appropriate, produce professional quality reports,presentations and briefs and delegate tasks as appropriate to other members of the team.
* Build  a friendly atmosphere In order to create a positive work environment.
* Coordinate with the head of departments to provide on-the-job training to new employees
* Updating human resource data bases, computer software systems, and manual filing systems
* Ensure the smooth running of HR-related administrative tasks, such as attendance, employee registration, holiday management, sick leave, salary payments.
1. **Position - Admin Specialist**

**Company -FLUOR/Ecolog International, Afghanistan**

**Duration –2010 –2015**

* Prepared and maintained company documents and reports, Schedule meetings, book meeting rooms and prepare meeting agenda.
* Determined the administration issues and resolve them for smooth office operations and Provide support in preparing project documents, reports and brochures.
* Created updated & implemented all documentation in all aspects of operations for Electrical Inspections Department.
* Coordinated with inside staffs and outside agencies for daily administrative operations.
* Usage of maximo for work order tracking, print work orders and order office supplies.
* Answered and route phone calls and take messages, handled incoming and outgoing mails.
* Organized training, client meetings, team meetings and events as needed, provided operations support and documentation support for managers. Monitored and managed expenses within the allotted budget.
* Reviewed and revised the work order for administration staff daily, Monitored the service calls and dispatches them accordingly. Coordinated with inside staffs and outside agencies for daily administrative operations.
* Organized all documentation physically and electronically in an efficient manner, Work closely with accounts officer to ensure both accounts & admin functions support each other where required.
1. **Position - Office Clerk I**

**Company -Shriram chits(Karnataka) Pvt. Ltd, India**

**Duration –2008-2010**

* Maintained files and records so they remain updated and easily accessible, sort and distribute incoming [mail](https://resources.workable.com/mail-clerk-job-description) and prepare outgoing mail (envelopes, packages, etc.)
* Answered the phone to take messages or redirect calls to appropriate colleagues,undertook basic book-keeping tasks and issue invoices, checks etc.
* Utilized office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
* Assisted in office management and organization procedures, Monitored stocks of office supplies (paper clips, stationery etc.) and report when there are shortages.
* Assisted in making travel arrangements and booking venues for conferences and events, performed other office duties as assigned.
* Collected important request for proposal documents and deliver critical proposals to clients.
* Provided administrative support when required: printing, binding, copying, faxing, scanning and filing.
* Dealt with worker's issues and provide resolutions as per company's regulations, coordinated with head office for day to day operations.

**EDUCATIONAL QUALIFICATIONS**

**Post Graduation Diploma in Business Management** St. Aloysius College, Mangalore University -2006-07

**Bachelor of Commerce** Dhavala College, Mangalore University-2003-2006

**COMPUTER SKILLS AND SOFTWARE KNOWN**

* Tally 7.2 VAT enabled
* Financial Management
* PeachTree
* MS Office ( Word, Excel, Power Point)
* Internet
* DacEasy
* Basics of Information Technology

**MAJOR STRENGTHS**

* Strong communication skills.
* Decision making,critical thinking,organizing and planning.
* Problem analysis and problem solving.
* Adaptability and ability to work under pressure.
* Excellent organizational and motivational skills.
* Good team player with multitasking capabilities.

I Nelson, hereby affirm that the above given information is true to the best of my knowledge and belief.

Place: Dubai (UAE) (NELSON)