**VINEESH**



**About Me**





[**Vineesh.383553@2freemail.com**](mailto:Vineesh.383553@2freemail.com)



November 10, 1978



12 Years UAEExperience



Dubai

**Resource Planning, Administration & OperationsProfessional (Managerial)**

Mature, resourceful operations and preferably either Administration or Operations profession, which combine a strong personal work ethic with principles of teambuilding and meeting defined objectives. Competitive &innovative with excellent leadership, teamwork, communication and interpersonal skills. Exposure to International markets and clarity in understanding business needs and processes.



**Education**

**Master of Business Administration   
(Operations Management & Management Information System)**

**(UAE Attested)**

**Bachelor of Science- Mathematics**University of Madras

**A.M.Ae.S.I- Section A (Associate Member ship in Aeronautical Society of India) - Eq. to B. Tech**Aeronautical Society of India



**Career Highlights**

* 16 years of experience in the field of Administration, Operations and Resource Planning in which 12 years in Dubai.
* Knowledge of the principles and techniques of Administrative management including Organization, Planning, Staffing, Training, Record keeping, Correspondence and Reporting.
* Demonstrated ability to consistently deliver services to the satisfaction of Employer and customers.
* Sensitive to cultural responses of clients due to Global Experience.
* Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop professionally.
* Effective time management skills as required to attain budget and timescale restraints set forward bythe Project requirements and the ability to perform successfully in a challenging work environment.
* Displays an improvement-focused attitude, finding ways to get the job done simpler, faster and better.



**Skills**

* Organizational Ability
* Management
* Ability to meet deadlines
* Planning Skills
* Written Expression



**Work Experience**

**September 2013 – Present  
Resource Management, Sr. Admin Coordinator& Bid Administrator  
Sobha Engineering & Contracting LLC (Sobha Group)**

**Duties & Responsibilities:**

* Applied advanced critical thinking skills in a stressful working environment where multi-task skills were essential, and top performance levels were absolutely required.
* Generate, automate and produce operational reports and management information, adhering to defined templates and ensuring compliance with information security protocols.
* Carry out strategic resource planning tasks (mid and long term planning, shrinkage analysis, capacity planning, long range leave planning, recruitment forecasting, “what if” scenario modeling).
* Managed staffing processes and matched available staff with project requirements, identified gaps, and coordinated efforts of recruiting team.
* Maintain integrity of all data through standard processes and collaborate with Project Directors to forecast all resource requirements of projects and perform research for all special projects.
* Coordinate with Project Heads and Director to maintain record of all resources and its availability and analyze all surfeits to ensure delivery of projects within required timeframe.
* Analyze project requirements and manage staffing/ manpower plans to ensure efficient and effective use of company staffing and equipment resources.
* Planning and coordinating Administrative procedures and systems and devising ways to streamline processes.
* Coordinate with Quantity Surveyors, QA/QC Engineers for the submission of monthly reports and assimilating the reports for monthly management review meetings.
* To assist in the development and delivery of all bids and projects, ensuring pre-qualification questionnaires and all tender documentation are completed within defined tender deadlines.
* To draft and review Bid submission content, ensuring all bids are submitted on time and fully compliant with the requirements.
* Work with Business Development and Estimation Managers on new bids through mobilization and the initial stages of transition periods to ensure all elements of the bid are fully understood by Operational Management/Estimation team.
* Monitor bid/quotation throughout the process, providing weekly status/exception reports as required.
* Ensure all proposals are formatted and comply with company brand guidelines, customer requirements and follow internal quality guidelines.
* Responsible for supporting high level Management like Chairman & Managing Director as and when required.
* Execute, monitor and update the Authority Approvals / Permits register and work with regulatory authorities to ensure that the required approvals are in place in a timely manner.
* Oversee facilities services, maintenance activities and tradespersons.

**April 2006 – August 2013  
Sr. Executive (Admin) / Project Administrator  
ETA Ascon Group of Companies**

**Duties & Responsibilities:**

* Provide Executive level Administrative support to the General Manager with a demonstrated ability to improvise, improve procedures and meet demanding deadlines.
* Liaison between all impacted departments to ensure proper communications and reporting practices.
* Develop budget recommendations for operating expenditures, personal services, equipment & materials, and maintains revenue as high as possible.
* Coordinate with ISO Auditors and Auditees to prepare the ISO formats and NCR’s. Preparation of monthly ISO score cards of the projects handled by the Department.
* Responsible for the timely renewal of company licenses such as Trade licenses, Road closing permission renewals from Public works Department & Police etc. for the Site offices, and prepare all necessary documents for the same.
* Maintaining date base for monthly attendance, Medical Leave and Annual leave log of each employee.
* Establish, maintain, and update files, databases, records, and other documents; develop and maintain data, and perform routine analyses and calculations in the processing of data for recurring internal reports.
* Coordinate with Client / Consultant and assist them in their daily activities.
* Ensure that details on every file are updated by recording vital service related information in system daily by completing comments, statuses, time-tracker, and other fields.
* Keeping the team updated with the changes in policies and implementing them with the current process flow.
* Handle entire gamut of Administration and led the efforts across planning & budgeting of administration expenses & work towards minimizing operational expenses/ costs.
* Provide HR/Administrative services to the General Manager as well as functional heads within the business group.

**July 2003 – January 2006  
Asst. Manager – (Administration & Sales)- Calicut Branch Head  
Exterior-Interiors (P) Ltd, (EX-IN), Calcutta, India**

**Duties & Responsibilities:**

* Coordinating, supervising and managing the activities of three junior counselors as a branch head.
* Monitoring & controlling the branch administration, batch status, organizing faculty and class representative meetings and submitting timely reports.
* Co-ordinate with HR to update confidential matters regarding employee issues such as salaries, personal appraisals, Annual Air Fare Allowance, Bank Loan correspondence, End of Service benefits (EOSB) etc.
* Sending weekly branch accounts, disbursements & re-imbursements to HO.
* Communicated all sales activities to senior management so as to ensure maximum operational efficiency & total customer satisfaction.
* Participating in events, educational fairs, setting up information desks, attending meetings, seminars & training as required by the management.
* Assisting HR in implementing recruitment procedures, policy implementations, benefits job description, employee specification, administration and staff supervision.

**January 2002 – July 2003  
Brand Executive-Administration  
Exterior-Interiors (P) Ltd, (EX-IN), Calicut, India**

**Duties & Responsibilities:**

* To assimilate & disseminate information essential for specific requirements and supporting the team members with core technical resources.
* Promotion of business in the corporate sector, colleges educational institutions and identifying vendor outlets both in Calicut and northern parts of the state.
* Assisting Branch Manager for college presentations and distributing leaflets.
* To plan and introduce strategies in advertisement ideas for company benefits, collecting details from advertisement agencies, giving Ad’s in Newspapers, college souvenirs etc.



**Computer Proficiency**

* Diploma in Computer Science (C, C++)
* MS Office Tools- Microsoft Word, Excel, Power Point, Outlook Express, Internet proficient.
* Experience in Xpedeon software for retrieving staff and manpower details.



**Languages**

* English
* Hindi
* Malayalam
* Tamil



**Trainings**

* HR training from Dubai Institute of Management.
* Customer Care training from Dubai Institute of Management.
* Training in Administration & Office Management from Dubai Institute of Management.
* Training in Time Management from Dubai Institute of Management.



**Personal Details**

Date of Birth: November 11, 1978 Marital Status: Married

Gender: Male Nationality: Indian

License: Valid UAE Driving license Languages: English, Hindi, Malayalam, Tamil

**Declaration**

I, Vineesh, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Vineesh