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| **Daniel**  C:\Users\Praveena Daniel\Downloads\WhatsApp Image 2019-04-14 at 12.28.20 PM.jpeg  **Operations/Administration Professional**   |  |  | | --- | --- | |  | Administration | |  | Project Coordination | |  | Operation Management |  |  |  | | --- | --- | |  | Email: [Daniel.390138@gmail.com](mailto:Daniel.390138@gmail.com) | |  |  | |  |  | |  |  | | **Profile** | | | Highly accomplished and a seasoned professional with 21+ years of experience in the areas of Administration, General Accounts, Coordination and Operations. | | | **Additional Information** | | | * Date of Birth: 18th Feb 1972 * Languages: English, Tamil and Hindi * Nationality: Indian * Marital Status: Married   **Education**  **Bachelor in Mechanical Engineering 1995**  M.S. Ramiah Institute of Technology, Bangalore University, Bangalore | India | | | **Key Trainings** | | | * SAP Hana – Material Management * Quality Management System ISO 9001 : 2000 Standard * Project Management Professional | | | |  |  | | --- | --- | | **Core Competencies** | | | * Communication * Basic Accounting * Problem Solving * Risk Management * Material Management * Process Improvement * Project Support | * Team Management * Customer Handling * Reporting Preparation * Stakeholder Relationship * Cost Control * Logistics * Negotiation & Influencing |  |  |  | | --- | --- | | **Key Result Areas** | | |  | | |  | **Administration** | | * Capable of performing administrative functions such as scheduling, organizing and maintaining digital files, coordination of team calls and meetings * Managed general accounting including supporting the preparation of journal entries, reconciling payments, AR/AP and payroll management * Have handled phone inquiries; provided callers with responses to requests involving departmental inquiries, procedures or programs; directed calls to the appropriate person or takes messages | |  |  |  | | --- | --- | |  | **Coordination** | | * Coordinating with municipality authorities, stakeholders in articulating necessary information and executing as planned * Leverage knowledge of computer applications to develop documents including Purchase Orders, business correspondence, and contracts | |  |  |  | | --- | --- | |  | **Material Management** | | * Proficient in ensuring stock levels are maintained and that other system requests are completedpromptly * Consistently enforce department policies and procedures and maintaining adherence to the safety procedures in the warehousing areas * Identifies and executes opportunities for cost reductions for materials | |  |  |  | | --- | --- | |  | **Vendor Management** | | * Negotiates pricing, provides feedback on service performance, and other relevant aspects of supplier responsibilities * Managed past due invoice issues with Accounts Payable department | | |

**Experience**

**Chaplaincy of Dubai and Sharjah, UAE**

*Administrator*

July 2009 – March 2018

* Responsible for efficiently discharging the administrative duties as prescribed by the Head of Departments
* Responsible for budget preparation analysis and financial management such as month-end and year-end financial reporting
* Act as a liaison between the Municipality Authorities, Project Consultant, Architect & MEP in soliciting, and resolving outstanding issues
* Managing facility maintenance operation
* Key point of contact in organising the meeting, facilitating meeting logistics and articulating minutes of meeting with the participants
* Accountable for undertaking comparative analysing of techno-commercial offers submitted by vendors, negotiating and finalising orders
* Responsible for issuing Purchase Orders, Material Request Form and other documentation relevant to site management
* Use Advanced Excel in compiling reports and submitting to the top management for their perusal
* Ideated and implement procedures to control cost and insulate the financial integrity of the operations
* Efficiently handled inventory management, ensuring recording of material movement and reporting on discrepancies

**Khansaheb Civil Engineering LLC, Dubai,UAE**

*Project Coordinator*

July 2004 – April 2009

* Assist in project planning, budgeting, vendor selection and quality assurance efforts
* Communicate requirements to relevant departments and employees to keep progress on track
* Monitored timelines and flagged potential issues to be addressed
* Assessed vendor products and maintained positive vendor relations
* Conducted and documented weekly status review for upper management

**Maxwell Management Consultant, Chennai, India**

*Procurement Coordinator*

Oct 1998 – May 2004

* Handled internal & external resources; thereby ensuring that goods and materials are procured within the framework of the Supply Agreement and also meets schedule requirements

**Skoda (India) Engineering Pvt. Ltd., Chennai, India**

*Purchase Buyer*

Nov1995 – Sep 1998

* Liaise with the customer on process improvements, enhancement of customer satisfaction, issue resolution, quality drive
* Maintained open lines of communication between production, sales teams, vendors, and warehouse personnel to expedite product orders, distribution, and problem resolutions