**Suresh**

*Currently* **: Dubai**

*Status* **: TouristVisa**

*E-mail* **:** **suresh.392321@2freemail.com**

**Profile**

*Experience* : **25 years[14 in India + 11 in UAE]**

*Field* : **Computerized Documentation and Office Management,
Secretarial, Administration, Purchase, HR etc.**

*Computer* : **SharePoint, DAMAC Connect, Aconex,Acrobat Professional,MS Office,MS Outlook,Windows,Internet browsing etc.**

*Ability* : **Consistency in hard workingunder pressure,multipletasks,
team player**

*Aim* : **To achieve new goals in Professional as well asPersonal life.**

**Career Summary**

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| --- | --- |
| November 2014 – February 2019 | Dubai, UAE |
| Nature of Firm: |  |
| * Construction &Contracting of Infrastructure facility
 |
| Nature of Job: |  |
| * **Documentation and Data Management**, **Secretarial works**,
* **HR** related data management, documentation and reporting.
* **Administration &Petty Cash**handling
* Reporting to Project Director.
 |
| *Main Achievement:* |  |
| * *Expanded computerized data management system through DAMAC Connect&Sharepoint.*
 |
| February 2014 – September 2014 | Dubai, UAE |
| Nature of Firm: |  |
| * Construction& Maintenance
 |
| Nature of Job: |  |
| * **Secretarialworks**, **documentation and data management** of Letters, Quotation, Assets etc.
* **Purchase:**liaising with vendors, preparation of comparative statement, processing purchase orders, ensuring on time delivery, processing invoices for payments and maintaining an effective database
* Organizing **Transportation & Logistics** and its data management.
* **HR** related datamanagement,documentation and reporting.
* Handling **Administration &Petty Cash**and its finalization.
* Reporting to General Manager.
 |
| *Main Achievement:* |  |
| * *Implemented computerized data management system in purchase and HR.*
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|  |  |
| April 2007- May 2012 | Dubai, UAE |
| Nature of Firm: |  |
| * Construction/Properties/Industries
 |
| Nature of Job: |  |
| * **Secretarial works**,managing**Documentation**,**Communication**& its proper distributionin Consultant Office;Company Project / Corporate / Head Offices.
* **Administrative**duties deliveredin project office withcoordination of different divisions.
* **Petty Cash** handling and its finalization.
* **Purchase**: follow up for materials / machinery through LPO for projects.
* **HR & ER** strategies handling, recruitingstaff (Secretary) for the Project Office.
* Reporting to Manager/Director-Project and Manager-Administration.
 |
| *Main Achievement:* |  |
| * *Worked for Abu Dhabi Tourism Department’sHotel Projectat Al Barsha, Dubai with Consultant Engr. Adnan Saffarini.*
* *Worked for Al Dar projects in Al Ain Labour Village & Abu Dhabi Al Raha Beach Development*
* *Worked with M/s Khatib &Alamifor Al Ain Mall extension project.*
* *AchievedInternational Recognition Award to Al Fara’a,by maintaining ISO standards through company’s Integrated Management System.*
 |
|  |
| June 1999– March 2007 | Trivandrum, INDIA |
| Nature of Firm: |  |
| * Consultantto the Government of Kerala State Transport Project
 |
| Nature of Job: |  |
| * **Secretarial** works and Computer Operationfor Bilingual **Documentation**(English & Malayalam).
* **Liaison works** and **Data Coordination**for the reportssubmitting to the Govt.PWD and World Bank.
* **Facility Management** and Assistance for mobilization.
* Reporting to the Team Leader.
 |
| ***Main Achievement:*** |
| * *Coordination doneby managing documentation for the preparation of Report with World Bank Mission membersandSenior Officials of Govt. of Kerala.*
 |
|  |
| June 1998–May 1999: | **Kerala State Transport Project- Govt. PWD**Trivandrum, INDIA |
| Nature of Firm: |  |
| * Project Implementation Unit for the Government of Kerala / PWD Transport Project
 |
| Nature of Job: |  |
| * **Computerized Documentation** and **Secretarial** Works& managingData Coordination
* Documentation of reports to the Govt. and its**Emailtransmission**tothe World BankOffice.
* **Purchasing and Facility Management** related to IT andoffice utilities.
* Reporting to the Project Director-Govt. PWD.
 |
| ***Main Achievement:*** |
| * *Worked with Govt. Senior Officials like Chief Secretary and Minister’s Office.*
* *Participated in the Govt. of Kerala- PWD Tender Procedurefor coordination of data collection & documentation.*
 |
|  |
| January 1995–May 1998: | **Galaxy Graphics**Trivandrum, INDIA |
| Nature of Firm: |  |
| * Computerized Documentation, Designing and TrainingProgramme(Govt.SSI Reg. No.09/10/17239).
 |
| Nature of Job: |  |
| * As a Proprietor**Managed**overall operationsof the firm.
* **Customer oriented business development and services** to various computerized designs, project thesis etc.
* Conducting computerized**training** courses.
* Managing& maintaining all records related to **accounting/balance sheet**, certified by a CA.
 |
| ***Main Achievement:*** |
| * *Modifiedsketch ofa blood-bag-mold and prepared its project report,as perthe guidance of companystaffto enhance theproduction proficiency.*
 |
|  |
| January 1994 – December 1994: | **Layout**New Bombay, INDIA |
| Nature of Firm: |  |
| * ComputerizedDocumentation/ Designing
 |
| Nature of Job: |  |
| * Office Manager / Computer Operator / Designer
* **Managing office routine** procedure, **Purchasing** Office Materials, **Handling Cash**, **Customer Services** etc.
* **Documentation** of project reports, creation oflogos, graphics, brochures, pamphlets, cardsetc.
 |
| ***Main Achievement:*** |
| * *Designed logos, emblemsindividually andcolourseparation for Offset printing etc.*
 |
|  |  |

**Training Undergone**

DAMAC Connect System 2014 DAMAC QA/QC Department, UAE

SharePoint System 2014 NBHH QA/QC Department, UAE

Aconex Documentation System 2010 AustralianAconex Training Centre,UAE

Integrated Management System 2010 Al Fara’aManagement Division,UAE

Safety and First Aid Induction 2007 Al Fara’a Safety Division,UAE

**Educational Qualification**

Post-Graduation : M.A.-English Literature 1991-1993*[Incomplete]* University of Kerala

Graduation : B.A.-Philosophy 1987-1990 University of Kerala

Pre-Degree : Mathematics & Science 1981-1983 University of Kerala

SSLC : Maths, Science&Social 1980-1981 Board of Public Examinations,Kerala

**Other Qualification**

Diploma-Computerized Office Management1990-1991 Institute of Engineering, Trivandrum

Certificate-General Electronics 1984-1986 NCVT- MP.ITC, Trivandrum

**Computer Skills**

Operation System : Windows

Packages : MS-Office, MS-Outlook, Acrobat Professional

Documentation : Aconex Documentation Management System

Internet : Internet,E-mail, E-fax

**Personal Details**

Date of birth : 01-May-1966

Sex : Male

Nationality : Indian

Marital status : Married

Dependent : Wife & Daughter

Languages known : English, Hindi,Tamil and Malayalam

Driving License :Indian -LMV

**Declaration**

I confirm the above informationistrue, accurate and fair reflection of my ability and knowledge.

**Suresh**