

Email: [rijeeb-393967@2freemail.com](mailto:rijeeb-393967@2freemail.com)

**EDUCATION**

**MBA** - **HR Management & Finance.**

**BBA.**

S N Educational Research & Examination Board, Tamilnadu, India

*(Attested by UAE Ministry of Foreign Affairs)*.

PERSONAL

DOB: **30.05.1982**

Nationality: **Indian** Passport No. H5840253 Current Visa: **Employment** Religion: Muslim

Marital Status: Married & 2 Children

SKILLS

UAE & India **Driving Licence**.

Fluent in **English, Hindi, Malayalam** and average in Tamil, Punjabi & Arabic.

Rijeeb

**PROFILE**

With over 18 years of experience including senior level across a range of business sectors, I am versatile and accomplished commercially driven Administration and Human Resource with exceptional credentials and experience.

Acknowledging the extreme dynamism in the Construction Industries and Information Technology environment, I would like to expand my skill set with much vigour and expediency. I also would like to be an active participant in the organization’s pursuit to achieve Excellence and meet up to the set goals.

Have a strong Communication skill and Self-confidence. As a Team Player with ability to pitch in and help my colleagues and friends in any requires. Ability to take quickly & timely decisions and also own up the responsibility for my failures. Perseverance adaptability, I do not give up easily and I understand my responsibilities well. As a managerial positions allocated to usual classification perform a combination of the following office management / business functions: -

* Human Resources & Personnel,
* Resources Onboarding & Off Boarding,
* Office Administration,
* Supply Chain & Stores / Material Management,
* Public / Legal,
* Finance & Accounting,
* Payroll Administration,
* Facilities Management,
* Documents & Records Management,
* Budget Development and Implementation,
* Forms Management,
* Risk Management,
* Affirmative action and equal employment opportunity,
* Information Technology and Telecommunications,
* Monitoring the management of Health and Safety in the company,
* Assisting Senior Managers needs in their departments,
* Responsibility for the day to day running of the business.
* Business Mobilization & Demobilization.

**SYNOPSIS OF CAREER**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Position** | **Year** |
| in UAE | Administration  **Office Manager** | From 2007 July Till date |
| In UAE | Senior Document Controller / Asst.  Office Manager | From 2002 April  To June 2007 |
|  | Marketing Executive cum SRO (Students  Relation Officer) | From 2001 June  To 2002 January |

**Employment History from July 2007 to Till date**

Working as an **Administration Office Manager**

with the below various projects in UAE: -

Current Projects

* W Hotel & Residences at The Palm Jumeirah Island, Dubai, UAE
* Creek Horizon at Dubai Creek Harbour, Dubai, UAE.

Completed Projects

* Four Seasons Hotel at Al Mariyah Island Abu Dhabi.
* Al Raha Beach Development – Al Muneera at Abu Dhabi.
* UAE Pavilion at Saadiyat Island, Abu Dhabi.
* IKEA Store at Yas Island, Abu Dhabi.
* Yas Marina Hotel at Yas Island, Abu Dhabi.
* Enabling works of German Business Park at Dubai Silicon Oasis, Dubai.
* Residential Apartments for Intercontinental Hotel Staff at Dubai Silicon Oasis, Dubai.
* 5 Automotive Showrooms at Dubai Festival City, Dubai (Outlets of Toyota, Lexus, Honda, Volvo, Dodge, Chrysler & Jeep).

Purpose of this role is Management of all aspects of both Financial and Administrative duties at a construction project sites & offices.

# Key Objectives of the role

* Ensure compliance to company procedures.
* Establish a robust internal control environment for safeguarding assets.
* Liaise with local authorities i.e. Municipality, Civil Defence, Police, and Immigration etc.
* Management of labourer’s welfare, Travel, Accommodation, Catering, Leave, Medicals, Recreation etc.
* Monitor petty cash and expense expenditure.
* Perform periodic internal control checks on admin departments.
* Performance management and organisation of direct reports to ensure standards are adhered to and development is achieved.
* Responsible for activities related to mobilisation/demobilisation of project and maintenance of site accommodation and infrastructure to prevent degradation.

# Operational Accountabilities

* Delivers activities to support operational objectives for their role.
* Inputs to planning activities with horizons of typically up to 6 months.
* Makes decisions within parameters set by manager, using job/specialist experience.
* Interacts with client or users around specific work efforts and deliverables.
* Supports delivery of Health and Safety policy and standards.
* Supervises the activities of others to meet deadlines and quality standards taking account of impact outside area of responsibility.
* Focus of work on the completion of a set of related tasks for a particular section or service with the ability to accommodate new tasks.

# Financial Accountabilities

* Identifies ways to reduce cost and improve service
* Manages variable costs (e.g. overtime and agency costs)
* Work within a given budget, usually without authorised spend of their own.

# People Accountabilities

* Coordinates available resource to deal with the work in hand.
* Required to assist less experienced staff.
* Responsible for performance management issues and recommending disciplinary actions.

# Knowledge and Skills of

* Construction materials.
* Construction Plant & Equipment’s.
* Company procedures.
* UAE Local labour law.
* Payroll systems.
* Stock and Material control systems.
* Time and attendance systems.
* Weekly and monthly costing.

# From April 2002 to June 2007

Worked as a **Senior Document Controller / Asst. Office Manager**

Document Control role was to develop, implement and manage a document control system for all incoming and outgoing drawings and information.

# Key Responsibilities of the role of Senior Document Controller

* Devise a system of recording and distribution of all incoming and outgoing drawings and information.
* Maintain up to date records of all information and ensure that it is available to the team.
* Comply with all aspects of the Design Works Instructions.
* Issue and distribute controlled copies of information in accordance with the design Management Plan.
* Check information on drawings for conformance with status and format agreed.
* Liaise with designers and specialist suppliers on queries regarding issues of information.
* Provide training to participants, designers and specialist suppliers on the project on how to use the drawing management system.
* Troubleshooting any problems to do with the drawing management system and peripherals.
* Provide advice on procedures of issue and methods in accessing the system.
* Periodically review, revise as necessary and arrange authorisation by the relevant personnel.
* Liaise with their Design Manager in reporting on project design performance and National Design Reporting.
* Provide continual training and co-ordination for document control staff.
* Responsible for carrying out all incoming and outgoing Documents & Drawings as per correctly use of Client’s Project Document Control System, Manages fully Document Control for Engineering Drawing submissions and Material submissions to client and consultants as well as controlling correspondence to Sub- contractors.

# Key Objectives of the role of Asst. Office Manager

* Making payroll and distributing salary to all staff and other workers.
* Handling Store and Time Office
* Controlling all the site workers, plant & transport and other sub-contractors.
* Rising Material Indents.
* Chase supplier for the material as per the LPO (Local Purchase Order).
* Checking materials as per the DO (Delivery Order).
* Issuing materials to site workers and sub-contractors.
* Making the summaries of sub-contractors issuing materials for charging.
* Control all incoming and outgoing materials in the store.
* Making GRN/MRS (Goods Received Note / Material Received Summary)

# From June 2001 to January 2002

Worked as a **Marketing Executive cum SRO** (Students Relation Officer) Kerala, India.

# Duties & Responsibilities

* New Business development & Monitoring Competitors activities.
* Developing and implementing local marketing activities.
* Conducting Seminars & Exhibitions about the center and new arrival in IT.
* Seeking Complaints and Suggestions from students.
* Collection of outstanding dues.

# Technical Qualification

* **COA** – Certificate of Office Administrator from Career Institute, Dubai.
* **Diploma in Multimedia** from ZED Career Academy – A Division of ZEE Telefilms Ltd. India.
* **Diploma in Computer Hardware Engineering** from ACE Computers (PVT) LTD, India.

# Passion and Extra Miles during my career with M/s. Al Futtaim Carillion LLC

* Elected to the **‘President of Al Futtaim Carillion’s Recreation Board’** in 2008. The Recreation Board has organized two major events in 2008 and the one event named ‘AFC Talent Hunt 2008’ was the first Reality Show ever conducted in the history of the company and probably the first in the history of construction industries all over in the UAE.
* Achieved **‘Carillion Value Award’ twice in 2009 & 2012** for ‘Mutual Dependency’ for the contribution to Al Futtaim Carillion’s Recreation Board and also looking after fellow colleagues.

# Personal Appraisal

* Presentation skills and the ability to assess and select suitable methods of organizing.
* A high level administration and HR skills.
* Analytical thinking and the ability to make decisions and achieve results.
* Leadership capability, Good Team Handling skills, People management and Interpersonal skills.
* The ability to manage time effectively.
* Good Planning and negotiation skills.
* Excellent Communication skills in **English, Hindi, Malayalam** and average in Tamil, Punjabi & Arabic.
* Ability to work as a team member or independently, with high self-motivation.
* Having valid **UAE and Indian Motor Driving License.**

# References

Will be furnished upon request.

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