

**MICHELLE**

**Dubai – United Arab Emirates**

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| **Summary** | Worked for Alstom Transport (Route 2020 Dubai Metro Extension) |
|  | Valid UAE Driving License |
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|  | 15 plus years of experience in the Oil & Gas & Energy & Infrastructure |
| **Career Data** | organization. |
|  | Worked with Project & Operations Team on Major Projects globally |
|  | Self-Motivated and a great Team player |
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|  |  Self-motivated, reliable and persistent |
| **Strengths** |  Possess a good sense of humour and pleasant personality |
|  |  Confident to complete detailed work with accuracy |
|  |  Quick learner, convincing and polite |
|  |  Cooperative and have a very friendly attitude |
|  |  Can easily blend within a team and coordinate with clients, customers. |
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| **Experience** |  |
|  | **(Route 2020 & Dubai Tram Project), United Arab Emirates** |
|  | **January 2014 till August 2019** |
|  | **Position: Project Administrator cum Document Controller Assistant** |
|  | **Reporting to the Senior Project Director** |
|  | **Job Profile** |
|  |  Working on Technical Bid/Tender – Worked on the Bid for Route 2020 (Dubai Metro |
|  | Extension) |
|  |  Uploading Documents and Letters on Aconex (In-house software) |
|  |  Maintaining technical documents such as meeting minutes, drawings, specifications, |
|  | approvals and related items. |
|  |  Preparing incident reports and keeping track of maintenance work carried out. |
|  |  Online Document processing and co-ordination |
|  |  Quality check of documents and checking document status on Aconex. Preparing |
|  | transmittals for all incoming Documents. Scanning, organizing and maintain |
|  | documents, adhering to the company's document lifecycle procedures. |
|  |  Maintaining a computer database of all filed documents that ensures fast retrieval of |
|  | documents and drawings. Submissions of Red Line Drawings & As Built Drawings. |
|  |  Forwarding Documents for internal signatures to subsystem Managers |
|  |  Submitting MPL records and updating daily logs. |
|  |  Handling Petty Cash and preparing Purchase Request & LPO’s. |
|  |  Assisting team in proper documentation. |
|  |  Booking Air Tickets & Hotel stay. |
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 **(Offshore Drilling & EPIC Contractors)**

**June 2004 – November 2013**

**Position : Project & Operation Administrator**

**Reporting to the Senior Project Manager**

**Job Profile**

* Support Daily Operations Administration works
* Support Crew logistics, Managed Travel arrangements, flight bookings & hotel bookings.
* Support Technical Team with Bid/Tenders for various EPIC & Drilling projects.
* Coordinated daily operations and handled office tasks such as correspondence, file management & also assisting other departments when needed.
* Coordination with Company Transport Department.
* Assisting the accounts department by disbursing the cheque’s prepared by them to the company suppliers. Preparing purchase orders.
* Assisting HR Manager with crew resumes and training schedules for offshore operations.
* Assisting Purchase department with PO & Deliver orders for spares.
* Ordering of gifts and promotional items like T-shirts, caps, mugs etc.
* Maintained & updated a tracking database to maintain up-to- date client data.
* Maintain Record, Regular Review and updating of crew and office personnel health and life insurance policy.

**November 2002 – December 2003**

**Position : Customer Service Representative**

**Job Profile**

* Handling telephone calls & solving queries of Tenants.
* Preparing of Tenants final settlements and daily report of vacated property. Formatting rent list. Database entries
* Handling Dewa final bills. Drafting letters to landlord.

**February 2002 - September 2002**

**Position : Front office Executive & Administrator**

**Job Profile**

* Handling telephone calls, incoming messages & conference calls.
* Performing general administrative functions including the scheduling of appointments & meetings.
* Responsible for providing assistance to clients with hotel & restaurant reservations. Database entries
* Handling the dispatch department. Handling bills & stationary requirements.

**(BOMBAY)**

**May 1999– December 2001**

**Position : Receptionist cum Assistant Administrator**

**Job Profile**

* Handling a very busy switchboard- Incoming calls, messages and receiving guests.
* Preparation of appointment letters, confirmation and various letters as required. Arrangement of tickets, Co-ordination with drivers.
* Monitored office supplies and coordinated scheduling for new supplies. Entry of telephone bills, stationery, dispatch of various couriers and maintaining housekeeping dept.

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| **Extra curricular** |  |  |
|  |  |
| **Activities** | **Arts Graduate (B. Arts Degree) Through Mumbai University, [India].** |  |
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|  |  |  |
| **Interests** | Driving, Traveling and Music |  |
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| **Personal Details** | Holding Valid UAE driving license |  |
|  | Born on 31th July 1978 |  |
|  | Married |  |
|  | Good written and spoken knowledge of English and Hindi |  |
|  | Residence Visa (Husband Sponsorship) |  |
|  | michelle-394005@2freemail.com  |  |
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| **References** | Can be provided on request. |  |
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