CURRICULUM VITAE



**POSITION APPLIED FOR**:

**I.** **Personal Information**

Name **:**

**Present Address** **:**

Age **:**

Civil Status **:**

Nationality & Religion **:**

Driving License **:**

Personal **:**

Hobbies **:**

Res. Permit (Iqama) Status **:**

Admin Supervisor/ Logistic Coordinator/ Project Coordinator/ Administrator /Executive Assistant (Bilingual – Arabic And English)

**SHANAVAS**

Email: [shanavas-394549@2freemail.com](mailto:shanavas-394549@2freemail.com)

47 Years



Married with four children

Indian - Muslim

Holding Saudi & Indian Govt. Driving Licenses Highly interactive, team oriented & empathic, good in communication, principled, honest, candid and hard- working.

Reading books & periodicals, involving social & charity works **Transferable (**Profession**: Electrical Technician)**

1. **Educational & Professional Qualifications:**
   * BA Degree & Diploma in Computer Application
   * Afzul Ulama degree by Kerala Govt. Calicut University
   * Proficient in various Computer MS Office & Software packages.
   * Total **25 years** abroad experience in Administration/ Office Mgt field. /Secretarial
   * Provides Administrative and secretarial support to the Senior Managements.
   * Excellent Public Relation department activity skills
   * Excellent interpersonal and teaming, communication and presentation skills.
   * Diplomatic in Clients dealings and goal oriented.
   * Excellent in English & Arabic languages (both speaking & writing) – Excellent conversant in Arabic
   * Prioritize works to meet the deadlines – good time management skills

* **Career Objectives:**

Seeking a challenging and responsible position of Admin. Coordinator / Executive Assistant in a renowned Organization that will provide me an opportunity to utilize my vast 25 years of field experience.

* + **Job Details & Expertise:**

Provides overall range of administration services and coordinate with various administrative support to the Company/Project. Resolve issues of the Projects, Management and staff in a highly confidential environment and high degree of discretion and initiative.

Computer knowledge: MS Office - Windows, PowerPoint, Windows10, Excel, Word Perfect, Professional Writes, Working Assistant, MultiMate Visio.

Self-Correspondence (Dictates Correspondence, types Memos, Letters, E-mails), Software proficiency (Word, Excel, PowerPoint, Visio etc.), High Speed typing, Electronic Filing & Maintains Central Archives, Monthly/Weekly Progress Reports & Meetings Minutes Preparation & Fax Operation, Travel Planning & Coordination etc.

* + **Skills/Qualifications:**
    - * Interaction Skills, Supports Diversity, Employment rules, Results Driven, Professionalism, Organization, Project Management. University Degree with more than 25 years’ work experience in General Administration / Government Relation etc. activities.
    - **Strength:**
      * Good Listener, Goal Oriented, Decision Making, Team working, Sincere and Hardworking, Good communication skills. Treat everything with the positive frame of mind. Ability to compete in the adverse circumstances.

1. **Positions Held:**
   * + - * Sr. Administrator HR& Admin: Arabian Amines Company (From Nov.2009 to till Now)
         * Exec. Assistant to Manager Industrial Safety & Security: Sahara Petrochemical Company (From Oct.2007 to Oct 2009)
         * Executive Secretary/Sr. Administrator: Saudi Chevron Phillips Company, (From Nov.1998 to Oct 2007)
         * Accountant Cum Office Manager: Mohammed Al-Hassan Contracting & Bakery Est. (5th August (from 1991 to 5th Sept 1998)

More than **25** years of experience in the field of ISSD, HR-Administration, General Services, Logistics, Secretarial, Office Management, Executive Assistant for Multi Projects Construction activities (Oil & Petrochemical Industries, Refineries, High Rise Building, Tanks, Gas Plants, Pipeline & Ethylene Glycol Plants) in Saudi Arabia, out of which, I have associated with Project Manager for 12 years continuously. Handling all personal, financial and confidential issues and performing administrative and executive tasks.

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**Duties & Responsibilities:**

* As an Sr. HR & Admin Assistant/ Office:
* Managed the day-to-day administrative processes of the Project /Depart. and Offices, Camp Offices by distributing the responsibilities among various staffs and unifying the activities in to a team work.
* New arrival management: Responsible for the preparation of all documents related to the new recruits to the company includes preparation of Contract, Temporary

Residence Permit, Employee orientation, Medical arrangement for Residence Permit, Assignment to different project document control etc.

* Travel & Transport: Arranging Air ticket for the employees for their leave and providing transportation for daily requirements.
* Assists Head of Admin. /Personnel in all Administrative Activities including, Employment Affairs and Government Relation Activities
* Arranging Accommodation & Transportation for the employees (Client’s Contractor’s,

Subcontractor etc.). Preparation of the Daily/Monthly catering forecast report. Providing General Services to the employees and meet and assist employee’s day to day requirements.

* Periodic inspection of accommodation arrangements for janitorial services, cleaning standards, housekeeping, general hygiene, catering, maintenance etc.
* Maintain logbook register and monitor the movements of residents to and from the camp to ensure discipline and prevent any acts of misconduct. Preparing and checking of attendance of camp staff.
* Preparation of Correspondence related to all Administrative Activities.
* Handling of all admin. Files, Timesheets and preparing Minutes of Meeting with Contractors, Catering S/Contractors etc.
* Other personnel related activities according to company policies & Saudi Labor Laws.
* Procure necessary materials / stationary items required and also liaise with site management to obtain approval. Ensuring timely availability of all office equipment’s, stationery, Communication Facilities etc. with co- ordination of Procurement Department.

**As an Executive Assistant to Admin Manager**

* Assists Admin Manager in all Daily Admin Activities, which includes: Office Management, Receiving VIP Visitors, Client’s Representatives etc. Preparation of Monthly-Weekly Progress Reports/Cost Reports/etc. Types Memos, Letters, E-mails, and prepare documents and presentations according to requirements and instructions. Maintains and process documents for his review and signature.

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* Prepares Minutes for Weekly/Monthly Progress Meetings with Client/Main Contractors & Inter-Company/Departmental Meetings. Draft all Project out-going & Inter-office correspondence to Clients, Main Contractors, Sub-contractors & Suppliers etc. independently.
* Issue Letter of Invitation, Salary Certificate, Introduction, Experience Certificates, Make online payment for Iqama issue/renewal/ Company Car Registration, Muqueem Services Payment, Company Employees family Visa Process. Creation of PR and Material Reservation through SAP System. Transportation Coordination, Maintain Company Cars repair and its trip records, Prepare Certificate of Origin, Custom Shipment Data, Prepare various customs Broker letters. Government Agency letters, Traffic department letters, RC, Sagia, HCIS etc.
* Receive & Dispatch documents from Client, Main Contractor & Subcontractors etc. and its distribution and follow-up.
* Maintain Central Filing Archives & Operation of all Office Automation including fax operation.
* Screens Incoming telephone calls, letters and E-mails, and filters them based on priority and importance.
* Prepares communication briefs on various subjects as required on behalf of Executive.
* Manage Daily petty cash report and keep records of all department expenses
* Manages the daily and weekly schedule for and maintains the appointment calendar for the executives.
* Liaises with concerned parties for meetings to ensure smooth coordination.
* Makes travel arrangements for the project team by booking flights, accommodation and transport as travel policy.
* Ensures proper documentation, handling, safe storage and easy retrieval of information.

**Computer Software Packages Used:**

Microsoft Word, Excel, PowerPoint for Windows10, MS Access, MS Outlook, Microsoft Excel for Windows 10, Power point, Word perfect, Professional Writes and well versed with Internet and Email.

**IV.** **Employment History:**

25 Years of services as an Executive Assistant, Sr. Administrator, Exec. Secretary, Office

Manager etc. providing support to Senior Management functionaries in Multinational

Companies (Starting from the latest is as below):

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**10 Nov 2009 – Till Now:**

**Position: Sr. Administrator, HR & ADMIN**

**Duties & Responsibilities**

* As a Sr. Administrator I have managed t o coordinate and arrangements for all departments office & staff necessities for the company. Main tasks are as similar given earlier description of responsibilities:
* Coordinate with all department Staffs to identify the needs in line with the plan and budget allotted. Involving in all administrative function required for the company

**01 Oct 2005 – 10 Aug. 2009:**

**Position: Sr. Administrator, ISSD Manager**

**Duties & Responsibilities**

* Provides administrative and secretarial support to the Manager and handles routine administrative tasks related to the Department. Arrange / Meet all requirements for the Dept. including procure stationeries/materials by using SAP system, prepare, PR’s & PO’s & Material Purchase Requisitions.
* Prepare & Types memos, letters, e-mails, and prepares documents and presentations according to requirements and instructions.
* Coordinates with the other employees and Depts. with regard to information gathering/sharing and following-up. Maintains and processes documents for the Manager & Sr.

Project Management’s review and signature.

* Screens incoming telephone calls, letters and e-mails, and filters them based on priority and importance. Diplomatically handles interactions over calls to direct or hold calls appropriately.
* Prepares communication briefs on various subjects as required, on behalf of the Executive. Manages the daily and weekly schedule for and maintains the appointment calendar for the Executive.

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* Liaises with concerned parties for meetings to ensure smooth coordination. Receives visitors and looks after their comfort and coordinates their meetings
* with the Executive.
* Makes travel arrangements for the Manager and the Project Team by booking flights, accommodation and transport as per travel policy. Identifies equipment, furnishings, hardware and software requirements for the
* Executive’s office.
* Liaises with the Administration section for acquiring and installing office equipment for the Dept. staff.
* Maintains expenditure, budgets and associated documents for the Manager office. Maintains the physical and electronic filing systems associated with the office of the ISSD Manager and Department in general.
* Ensures proper documentation, handling, safe storage and easy retrieval of information.
* BesidesroutineSecretarialTasks, workincludes

coordination, communication with Clients, Main Contractors,

Subcontractors counter-parts, team-oriented assignments,

drafting and editing of key materials, handling of Project Director’s personal work etc.

**19 Nov ‘98 – 15 Aug. 2005:**

**Position: Sr. Administrator, ISSD Manager**

**Duties & Responsibilities**

Assist ISSD Manager in all daily office/admin activities. Office Management, Preparation of all out-going & inter-office correspondence independently. Dispatching & Receiving

documents/correspondence from all Projects Sites / Contractors/Other Companies etc. & its distribution and follow-up. Perform all administrative and office duties associated with the operation of the entire ISSD and provides all required administrative support for:

EHS (Environment, Health and Safety) Manager, Safety Advisor, Environment Engineer, Emergency Response Coordinator, Sr. Fire Inspector, Security Department Supervisor, Security System Engineer, Health and Safety Representative, Fire Technician and Government Relation Supervisor.

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**05 Aug ‘91 – 14 May 1998:**

**Position: Office Manager cum Accountant**

**Duties & Responsibilities**

* Checking & releasing the payments of the employees and staff as per the payment cycle. Conducts financial needs analysis and recommends appropriate products to meet client needs.
* Leadership of entire finance functions as well as day to day operations management of the Bakery & Construction activities. Responsible for ensuring high level of Sellers satisfaction by providing efficient services and timely resolution of complaints.
* Monitored competitor’s activities, new developments in the market and other information and updating the Manager.
* Collecting credit advices from bank. Collecting data sheets from the technicians.
* Full responsible for the office confidential filing and correspondence. Generating daily, weekly and monthly reports, Monthly Balance sheet, profit and loss account.
* Maintaining the mails & Coordinating with staffs and daily general activities. Maintaining cash book, day book and ledger book.
* Organizing and arranging programs chart for the manager. Preparing duty lists, action sheet, employee Time Sheet & distribution Payment to employees.
* Preparing & maintaining employee personal files. Scheduling Meeting and taking necessary actions accordingly. Tracking and maintaining all company accounts and financial reports.

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