**Raphy**



**Office Manager Administration Officer Executive Assistant**

Email: [raphy-394665@2freemail.com](mailto:raphy-394665@2freemail.com)

Education:

**Bachelor of Commerce**

Experiences:

* 12 Years with M/s. Damac Properties, Dubai
* 6 Years with M/s. Cosmoplast, Sharjah
* 3 Years with M/s. Strabag, Dubai
* 3 Year with M/s. Al Naboodah, Dubai

**UAE Driving license (1 & 3)**

**Myself**

*24 years of Gulf experienced as Admin. Manager / Executive Assistant. Excellent track records of working with different multinational companies in UAE. At present, working with M/s. Damac Properties Co. LLC for past 12 years. Cent percent dedication of work, honest & loyal to the organization, punctual, self motivated, hard working, outgoing personality & friendly.*

**Career**

To improve and utilize my skills in a better professional environment as well as opportunity for career advancement in order to increase, enhance, broaden and properly utilize my qualification and acquired experience with devotion and discipline.

**Profile in brief**

* Working as Audit’s Admn.Manager for the past two years.
* Having 5 years’ experience as Office Admin. Manager and 19 years as Executive Assistant.
* Bachelors’ Degree in Commerce (B. Com) from one of the most reputed universities in India.
* Exceptional analytical problem solving and decision making abilities with diverse expertise in all aspects of office administrative and operational activities.
* Highly organized self-starter with effective customer relationship, management skill and demonstrated ability to build strong business relationship.

**Sept. 2007 till date in Dubai**

**Audit’s Administration Manager (April 2017 till date)**

* Coordinate with the External Auditors (BV-Bureau Veritas)
* Organize the project with documents readily available for audit (Soft & Hard)
* Follow up with Project Manager and Resident Engineer to meet the auditor’s requirements.
* Physical verification of observations.
* Calculate the cost of the observations and prepare the chart.
* Organize meeting with the project team and report to the top management.

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CV of Raphy

**EXECUTIVE ASSISTANT to Director & Senior V.P ( 2007 till 2014)**

* Organizing various management meetings, recording and distribution of Minutes of Meetings, carefully monitor and follow-up all tasks, preparing presentations etc.
* Verification of documentation prior to approving payments.
* Collection, verification and distribution of cheques for signature.
* Providing secretarial and confidential support to the Director and Sr. Vice President.
* Scheduling, tracking and fixing meetings; Preparation of Internal reports and memos.
* Document controlling
* Maintaining Petty Cash and Office Stationary
* Maintain an effective and organized filing system and corresponding cross-referenced list. Organizing interviews with the coordination of HR Dept.
* Keeping the personal records of the Department Head.

**Aug. 2000 to July 2007**

**Executive Secretary in Sharjah, UAE** Reporting to Chief Engineer

* Providing secretarial and administrative support to Chief Engineer.
* Preparing presentations, Minutes, Circulars and other official communications
* Handling the international travel arrangements.
* Sending purchase orders mainly to China for the new machines and spare parts.
* Co-ordinate with factory heads, Department heads and other authorities as and when required.
* Keeping and updating Database system for individual machines.
* Record and calculate the employees leaves, overtime, medical leaves, etc.

**Oct. 1997 to July 2000**

**Executive Secretary cum Administrator in Dubai LLC**

* Providing all secretarial supports to the Resident Engineer and Project Manager.
* Preparation of Minutes of Meeting on weekly basis and updating progress chart of the project.
* Handling office tasks such as documents (Contracts/ Mails/ Fax, etc.), BOQs, file management, self correspondences and maintained office automation.
* Keeping and updating Database system of all the documents related to the Project.
* Generating Time sheets for Consultant staff under RE’s instruction, dealing with Consultant head Office for various administrative tasks related to Consultant staffs in site offices such as passport requisitions, leave applications, loans, travels, allowances, etc.
* Email distribution and e-copy filing for quick retrieval as company norms.

**Sept. 1995 to Oct.1997**

**Executive Secretary In Dubai**

* Secretary cum Document controller reporting to the Resident Engineer of Khatib & Alami and Metcalf & Eddy (Project consultant for DS77 project in Al Qusais)
* Organizing meeting with Dubai Municipality Engineer, Consultant and Contractor.
* Maintain an effective & organized filing system and corresponding cross-referenced list.
* Co-ordination of consultant staffs personnel requirements from their office.

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CV of Raphy