**SUNIL**

**Senior Level Assignments**

**General Administration/ HSE Management**

**Location Preference: UAE**

|  |
| --- |
| **Sunil-394971@2freemail.com** |

**Profile Summary**

* **Result-oriented professional with nearly 14 years of experience in Administration, Infrastructure Management, Procurement, Liaison & Coordination, Documentation and People Management**
* **Directing productive cross-functional team using interactive and motivational leadership that spurs people to willingly give excellent results**
* **Hands-on experience in formulating and implementing corporate administration policies in the organisation**

**Skilled in ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices and so on**

**Expertise in making sure the safety inspections are carried out, fire drills and fire alarms are correctly reported, safety**

**inspection, risk assessments and lone working procedure are managed and employees are aware of their responsibilities**

* **An enterprising leader with skills in leading personnel towards accomplishment of common goals**



|  |  |  |  |
| --- | --- | --- | --- |
| **Soft Skills** |  | **Key Skills** |  |
| **Motivational Leader** |  | **Strategic Planning** |  |
|  |  |  |
|  |  | **General Administration** |  |
| **Change Agent** | **Thinker** | **HSE Management** |  |
|  |  |  |
| **Collaborator** | **Planner** | **Facilities Management** |  |
|  |  |  |
| **Communicator** |  | **Transport Management** |  |
|  |  |  |
|  |  | **Commercial Operations** |  |



**Certified by TATWEER for HABC level-1 training for Fire Safety, Risk Assessment and Food Safety**

 **Technical Skills**

**MS Office (Word, Excel, Power Point) and Internet Applications Typing Skills: 30 wpm**

 **Career Timeline**



**Stakeholder Management**



**Performance Management**



**Training & Development**



**Team Building & Leadership**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **(Call** |  |  **B** |  |  |
|  |  |  |  |
| **Center), Gurugram,** |  |  |  |
|  | **Back Office,** |  |  |
| **India** |  |  |  |
|  | **Gurugram** |  |  |
|  |  |  |  |
| **2004-2005** | **2005-2012** | **2013-2016** | **2016-till date** |  |
|  | **Frames Twenty Four** |  |  |  |
|  | **Pvt. Ltd. (Production** |  | **School in** |  |
|  | **House), New Delhi,** |  | **Abu Dhabi**  |  |
|  | **India** |  |  |  |

 **Education**

**B.Com.**

 **Work Experience**

**Since Feb’16 with School in Abu Dhabi Assistant Manager - Administration**

**Role:**

**Contributing towards refining policies & procedures for visitor management, housekeeping management, waste management, maintenance management, vendor management, transportation management, uniform, books and stationery**

**Creating and sustaining a dynamic environment that fosters the development opportunities & motivates the high performance amongst the team members**

**Making sure that the company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting**

**Monitoring the timely procurement of items for the School as per the purchase policy**

**Ensuring effective maintenance of the vendor contracts, renewal of vendor contracts, lease agreements, renewal of lease agreements and AMCs (Annual Maintenance Contracts)**

**Managing all travel arrangement of new joiners including flight and accommodation Making sure all the transport company to adhere the DOT and ADEC rules**

**Introducing:**

* **Safety standards, policies and implementing the same which include training and awareness among the Academic and Non – Academic Staff**
* **RFID system in the school, it’s a device for the school buses helping us to track the students and buses as a safety measure**

**Highlights:**

**Played a key role in managing ADEC standard 5 & 3 as a member of SLT - The Protection, Care, Guidance and Support of Students during 2016 – 17 (Got Band “B“)**

 **Previous Work Experience**

**Jan’13 to Jan’16 Back Office, Gurugram**

**Administrator**

**Highlight:**

**Adjudged as the Best HR/ Admin**

**Jun’05 to Sep’12 in New Delhi, India Senior Video Editor & Administration**

**Highlight:**

**Acknowledged as Best Video Editor**

**Nov’04 to May’05 with (Call Center), Gurugram, India**

**Customer Care Executive**

**Highlight:**

**Adjudged as the Best Customer Care Executive**

 **Personal Details**

**Date of Birth: 12th March 1980**

**Nationality: Indian**

**Passport: (Valid till Feb 2023)**

**Visa Status: Residence/ Visa valid till April 2020**

**UAE Driving License: Valid till 2027**

**Languages Known: English and Hindi**