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| THOMAS [THOMAS.57039@2freemail.com](mailto:THOMAS.57039@2freemail.com) | Thomas P Varughese2.jpg |

# CAREER OBJECTIVE

***Seeking a responsible and challenging position in Office Administration role within a growth-oriented organization where my skills, education and experience can be utilized to the best for achieving Organizational Expectations/Vision & Mission with Service Excellence.***

### EDUCATIONAL/VOCATIONAL QUALIFICATIONS / COMPUTER KNOWLEDGE

* MBA in Materials Management & Asset Management (NIBM, India)
* Graduate in English Lang & Literature fromMahatma Gandhi University,India (1991)
* DIFA (Diploma in Indian & Foreign Accounting) from G-Tec Education.
* Manual Accounting & Computer Accounting
* Including Software Tally 9, Peach Tree, Dac Easy & Wings
* Certification in Logistics & Supply Chain Management *(S.A.C. Cert. Logistics)*
* Certification in Process Piping & Quality Control.
* Certification in ASNT- NDT ( MT, PT, UT & RT)
* Certification in First Aid International (Emergency First Aid at Work)
* Software: MS Office – Word, Excel, PowerPoint& Internet

Syros System – ERP;

DIL- PMS- Planned Maintenance System (Designed & Implemented)

NS-5- Planned Maintenance System

Dive Cert- Planned Maintenance System

**PERSONAL INFORMATION**

Nationality : Indian

Marital Status : Married

Date of Birth : 03 April 1970

Visa Status : Employment Visa

Language skills : Fluent in written & spoken English, Hindi and Malayalam

Driving License : Valid U A E Driving License

**EMPLOYMENT PROFILE**

1. **Dulam International Ltd., (Subsea Solutions) Dubai, UAE ( Oct 2009 – Till Date)**

**Position: Admin Officer cum Ware House Supervisor**

**Duties as an Administrative Officer:**

* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Coordinate withadministrative staff /Management/Suppliers/Clients/Free Zone Authorities for Daily Operations
* Point of Contact for Visa Application/Processing/Renewal/Cancellation of Administrative Staff & Workers.
* Manage phone calls and correspondence (e-mails, letters, packages, couriers etc.)
* Support budgeting and bookkeeping procedures
* Create and update records and databases with personnel, financial and other data
* Stock taking of office supplies/place orders when necessary& manage distribution
* Preparation/Submission of departmental reports/presentations/proposals as assigned on timely basis
* Preparation/evaluation/modification of correspondences/documents/reports to the concerned departments
* Co-ordination with Project Co-coordinators and Managers in preparation and submission of Tender/Contract Documents
* Set up an electronic library system for the management of technical documentations
* Develop and maintain document control processes for the efficient management and recording of QHSE documentations
* Develop electronic filing and archive system and technical library for ease in issuance, storage, retrieval and management of documents to internal and external customers
* Custodian for QHSE documents that must be controlled and kept for audit/internal requirements
* Maintain proper organization and storage of documents and information
* Any additional tasks as assigned by the Management from time to time

**Duties as a Ware House Supervisor:**

* Duty allocation of Team consisting 40 + members
* Transportation arrangements/Customs Clearance Co-ordination and scheduling job assignments of the Team
* Co-ordination with Logistics/ HR/ Management/ HSE/ Operations Team individuals for daily operations
* Responsible for maintaining Stock & Report Updation of all consumable & Project Materials received and issued
* Liaison with subcontractors for onsite work execution
* M.S.D.S updation of different Chemicals being used in the Project & issue based on FIFO system
* Maintain expiry log for materials issued and promptly record all receipts and issues
* Coordinate with Project Inspection Team & Operations for the inspection of purchased materials adhering to Client Standards/International Codes and release the inspected materials to project
* Preparation & updation of periodical Equipments/ Material status Reports
* Attend the Weekly Project Review meeting, discuss and resolve the critical Equipment/ Material issues
* Preparing/receiving manual issue vouchers along with relevant documentation
* Organization/ Maintenance of Material Store and Yard
* Undertake Preventive and periodic measure in accordance with manufacturer recommendations and project specification
* Quality Control of the food supply and storage in Vessels.

1. **San Marco Group.(Printing Division) Dubai, UAE ( Oct 2007 – Sept 2009)**

**Position: Admin- in –Charge**

1. **Eiffel Printing Press LLC, Sharjah, UAE ( May 2005 – Sept 2007)**

**(Printing Industry)**

**Position: Admin Assistant/ Accountant**

1. **Digital Publishing & Solutions, Pune, India (Aug 2003 – April 2005)**

**(Computer Software’s & Books.)**

**Position:Document Controller**

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