

**MANOJ**

**MANOJ.154574@2freemail.com**

**Objective**

Seeking for challenging career in an Organization where I can contribute my skills and experience to parallel growth of the company. As an Administration Manager I want to Coordinate and control all activities in an office effectively and efficiently which could help the organization to achieve its objectives and goals with satisfied customer.

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|  | **Professional Experience** |
| **Administration & HR Manager** |  |
| RAS Engineering L.L.C, Dubai. | April 2006 to April 2012 |

**Responsibilities:-**

* As an Administration Manager I take up the coordination tasks like meetings of clients and staffs.
* Responsible legal and administrative matters of RAS Group of companies (Electromechanical, Maintenance, Switch Gear Manufacturing)
* Responsible for maintenance of daily office operations and maintenance of calendar which would be referred by Board of Directors.
* Responsible for managing 1400 employees. Recruiting and staffing logistics, organizational and space planning, performance management.
* Responsible for drafting, revision and analyzing legal documents and in asserting legal compliance.
* Consultation with Lawyers to file cases, collect all details of the subject matter of the case from office files.
* Assist all departments in review of legal matters, including personnel, employee relations and customer relations, as requested to do so.
* Establishes and maintains confidential files and records and performs administrative tasks such as liaising with other department and drafting and distribution of correspondence and other documents.
* Hire result oriented and high performing clerical and administrative personnel.
* Performed overall management of administrative functions.
* Coordinated administrative policy development, interpretation, and implementation.
* Managing supervisors and professional staff for efficient and effective performance.
* Evaluated financial and human resource management activities to ensure compliance with state and federal laws, rules and regulations.
* Coordinate with PRO on all visa matters in Ministry of Labour and Immigration.
* Developed and managed Human Resources role as company grew from 400 to 1400 employees.

**Legal & Administration Manager**

DEVADAS ASSOCIATES, Thrissur, Kerala, India. April 1998 to March 2006

**Responsibilities:-**

* Perform legal analysis and case preparation, develop of case strategy, negotiate settlements or conditions or engaged in trial.
* Prepare policy papers and instruments, which have legal implications for consideration by appropriate authorities.
* Advice clients on banking laws; File claim application under Workmen’s Compensation Act and executes new claims.
* Draft legal pleadings, interpretive letters, agreements, memoranda and briefs; Analyze remedies for a particular case, recommend an appropriate form of action or combination of actions (civil or criminal) and draft recommended remedy provisions.
* Gather evidence in civil, criminal and other cases in order to formulate defenses and initiate legal actions.
* Debt collection; Plead clients' cases before courts of law, tribunals and boards; Advice clients of their legal rights and all matters related to law.
* Prepare and key in correspondence and legal documents, such as deeds, briefs, pleadings, appeals, affidavits, wills and contracts.

**Educational Qualifications**

**Bachelor of Law**(**L.L.B**) 1993-1996 (University of Calicut, Kerala, India)

* **Bachelor of Commerce** (**B.Com**) 1990-1993 (University of Calicut, Kerala, India)

**MBA (H.R)**1styear completed (Bharathiar University, Coimbatore, India)

**Achievements / Participations**

* Undergone Training in **“Basic Construction Safety Training”** conducted by TUV Middle East.
* Completed One Year Training with **“Bar Council of Kerala”** after Law Graduation.

**Computer Skills**

* Operating System: - Windows 7 & XP.
* Proficient in MS Office packages which includes MS World, Excel, Power Point and Outlook.
* Internet and Email.
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