|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Curriculum Vitae* | | | | |
| RAHUL | | |  | *PROFESSIONAL KNOWLEDGES*  *AND ACADEMIC DETAILS* |
| [*Rahul.168514@2freemail.com*](mailto:Rahul.168514@2freemail.com) | | |  |  |
|  | | | **Academic:** |
|  | | | Master of Business Administration in (MBA) |
| From [Karnataka state open university,](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&ved=0CDIQFjAA&url=http%3A%2F%2Fwww.ddugu.edu.in%2F&ei=T3VyUeS4N8qOrgeYp4C4CQ&usg=AFQjCNGhPbUgfIhwhSaIznfAo9AfT5O9mA&sig2=xF9Qtx3An-7FnaX3GPmgcA) |
| Mysore(Karnataka), India |
|  |
| **Professional Certificates:** |
| Diploma in Computer Financial Accounting(Pay Roll)  Office Automation  Visual Basic  DCFA (Diploma Computer Fincencal Accounting)  Administration  Certified Welding Inspector – CSWIP 3.1 |
| Secretarial and Administrative Training Certificate |
|  |
| **Other Certificates:** |
|  | | | 1. Office Automation |
| PERSONAL DATA | | | 1. MS Office |
| *Age & Date of Birth:* | | |  |
|  | *28 Mar1989* | |  |
| *Nationality:* | | | **Working Experiences:** |
|  | *INDIAN* | | Total 9 Years |
| *Present Address:* | | |  |
|  | *Dubai,*  *United,*  *Arab,*  *Emirates* | | ***SKILLS &* KEY COMPETENCIES*:*** |
| * *Good working experience in prepare / review of Secretarial and Administrative work for the Project / Management requirements.* * *Good working experience in preparing Employee personal records and its updates.* * *Good organizational ability to steering the working group of administrative circle.* * Good working knowledge in general computer programs Window MS Office (Word, Excel, Power Point, etc.) * *Good working experience in preparing reports for PR documents, Monthly financial statements, Daily attendance reports, etc. and maintaining records for internal audits.* * Experience in reviewing subcontractor’s employee attendance reports, etc. and forwarding to Administrative Manager for his approval. |
| *Marital Status:* | | |
|  | *Unmarried* | |
| *Language Known:* | | |
|  | *English, Hindi,*  *Arabic* | |
|  |  |
| *Hobbies:* | | |  |
|  | *Music,*  *Cricket* | |  |
|  |
| *Passport No.:* | | |  |
|  | *Issue Date: 05-01-2010*  *Valid up to: 04-01-2020* | |  |
|  |
|  |
|  | | |  |
|  | |  |  |
|  |
|  |
|  |
|  |
|  | |  |
|  | |  |  |
| WORK EXPERIENCES IN GULF | | | | |

|  |
| --- |
| Currently working from 2014 to till with Dutco Balfour Beatty (DBB) LLC as HR Administration cum Payroll clerk in Dubai Mall Fashion Avenue Expansion Project (DMFAE) UAE. Dutco group is the civil Contracting Company, (Dutco Balfour Beatty group of Company).  Dubai Mall Fashion Avenue Expansion Project is located in Downtown Dubai. Total GFA 120,000 sq. m.   * Managing 5000 operative’s and 500 Staff in Project * Daily progress reports as per managements request * Project summery reports for senior management * Project Plant Coordinator * To act as the Project focal point for the coordination of plant and equipment control. * To take an active lead in safety and safe working practices, and adhere to Company safety procedures and policies. * Organizing and maintaining personnel records * Update internal databases (e.g. record sick or maternity leave) * Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules) * Arrange travel accommodations and process expense forms * Communicates with employees about their documentation and answers specific questions of employees * Runs basic and standardized HR Reports   **SR.PLANT CO-ORDINATOR**   * Reporting to Commercial Manager * Receiving equipment request from site staff. * Raising requisition with full details on Build Smart Module * Arranging plant & equipment, internal / external by coordinating with Plant Division on time * Simultaneously doing posting in BS system for the indent raised for the LPO purpose. * Before delivering the equipment on site get the entire safety certificate as per our HSE Requirement |

|  |
| --- |
| * Two & half Years’ Experience (Year Jul 2011 To Aug 2013) |
| I am worked with Emirates Technical Associates as Admin Officer cum Sr. Administrator in Cleveland Clinic, Abu Dhabi (CCAD) UAE. ETA M&E division is the Electro-mechanical Contracting company, (ETA Ascon Star group of Company).  Cleveland Clinic Abu Dhabi Hospital Project is the expertise of one of the largest project in UAE for the most respected hospitals in the United States. Hospital project located in Sowwah Island, Abu Dhabi for 364 inpatient and 342 outpatient rooms includes 3100 parking spaces with overall area of approximately 410,000 m2. |

|  |  |  |
| --- | --- | --- |
| JOB PROFILE  Reporting to Sr. Admin Manager   * Having 2 years of experience in the field of Office Admin works & Document controller Works002E * Typing of site documents, and follow up of all the site needs. * Makes sure that controlled copies of latest approved documents and drawings are   given to the appropriate staff, subcontractors and suppliers as applicable .   * Maintain updated records of all approved documents and drawings and their through distribution clearly * Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability. * Maintain the files and control logs as required by the project. * Preparing Invoices for Procurement requests and Monthly bills. * Co-ordination with Sub-Contractors for their correspondence. * Preparing Over time sheet and monthly allowance sheets for employees. * Co-ordinate with Construction Managers for worker allocation and transfer sheet preparation and approval for workers transfer/movements for various sites Generating Incoming & outgoing registers, Time sheet for Manpower and Equipment’s. * Preparing Invoices for Procurement requests and Monthly bills. * Co-ordination with Sub-Contractors / suppliers for their correspondence. * Preparing Over time sheet and monthly allowance sheets for employees. * Co-ordinate with Construction Managers for worker allocation and transfer sheet preparation and approval for workers transfer/movements for various sites. * Drafting annual contracts as per the Site / Project Manager requirements and submitting into the concerned division. * Handling high profile personnel of different nationalities with special attention and taking care of all complaints regarding their attendance. * Maintain a master register of all project documents. * Maintain change register for all projects based on information received from PM. * Register all incoming and outgoing correspondence. * Supervising admin staff and their duties and performances and reporting to Admin Manager. * Daily progress reports as per managements request. * Preparing Daily wise staff / worker attendance report and forward to the concerned. * Updating staff / worker sick Leave certificate. * Preparing site workers incentive as per management approval. * General filling and maintaining admin record. | | |
|  |  |  |
| |  | | --- | | WORK EXPERIENCES IN INDIA | | * Two & half Years’ Experience (Jan 2009 to June 2011) | | Worked with **Maruti Suzuki India Limited Company (M.S.I.L) as Sr. HR Administrator in** India. | | | |
| |  | | --- | | JOB PROFILE  **Reporting to Administration Manager**   * Generating Incoming & outgoing registers, Time sheet for Manpower and Equipment’s. * Preparing Invoices for Procurement requests and Monthly bills. * Co-ordination with Sub-Contractors / suppliers for their correspondence. * Preparing Over time sheet and monthly allowance sheets for employees. * Co-ordinate with Construction Managers for worker allocation and transfer sheet preparation and approval for workers transfer/movements for various sites. * Drafting annual contracts as per the Site / Project Manager requirements and submitting into the concerned division. * Handling high profile personnel of different nationalities with special attention and taking care of all complaints regarding their attendance. * Use department data base to track, manage & control and issue documents. * Supervising admin staff and their duties and performances and reporting to Admin Manager. * Processing of attendance records, incentive and over time reports. | | | |
| |  | | --- | | * Two & half Years’ Experience (2007 to 2009) | | Worked with [**V. Royal Construction Company**](http://www.infrawindow.com/top10/quarterly-results-of-top-construction-companies_5/hindustan-construction-company_22/) **(VRCC)** as Site **Administration Officer** in India. | | | |
| JOB PROFILE   * Maintain the company’s Quality System and associated documents. * Ensure company formatting standards are adhered to. * Ensure company formatting standards are adhered to. * Manage and implement the Internal Auditing Schedule.. * Confer with document originators to resolve discrepancies and compile required changes to documents. * Dispatch controlled documents. * Maintain a master register of all project documents * Maintain document hardcopy files for both corporate and project documentation. * Archiving. * Assist line and functional area managers with administrative work as required. * Other administrative duties as required. * Gathering information for implementing the new project * Collecting inputs from clients * Listing out the Documents and documenting the project details * Explaining the Project Plan to internal execution team * Describing all possible document flow structure in the tbits application * Submission of documents and creating Transmittal through Robotic Document Control. * Prepares source data for computer entry by compiling and sorting information; establishing entry priorities * Secures information by completing data base backups. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPUTER KNOWLEDGE** | | | | |
| Operating Systems | : | | **Dos, Windows 7, Windows 8 (MS Office)** | |
| Soft wares | : | | **Tally / Build Smart** | |
| Payroll Management | : | | **Att (2000) & Att (2011)** | |
| OTHER DETIALS | | | |
| Notice Period to join | : | 30 days | |
| Current Location | : | Dubai | |
|  |  |  | |

|  |
| --- |
| **DECLARATIONS**  I hereby solemnly do affirm that the particulars furnished above are all true and correct to the best of my knowledge. |

**RAHUL**