SATHEES

 SATHEES.284500@2freemail.com

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| objective |
|  | To be the part of the team of hi-caliber professionals in a progressive, transnational organization, thus sharpening my own professional skills, while at the same time, contributing my best to the overall development of the organization.  |
| Experience – Total 28 Years experience out of which 22 years in UAE& remaining 6 years in INDIA. |
| 1. **PROJECT** **MANAGER****(8 mONTHS)****2. OPERATION** **MANAGER /** **PRODUCTION****OFFICER****(22 YEARS)** | From April 2015 to 09 January 2016 worked as a **PROJECT MANAGER**” for Medibiz TV, Kochi, Kerala, India. In-charge of setting up facility of 16000 sq.ft for Motion Picture Association of America Inc(MPAA), focused for high security control content. The facility is monitored with CCTV cameras, motion sensor detectors including CCTV screens with round the clock and back-up facility. The facility is aimed for getting works from European market as it emphasis for security of the content is on high importance. Guidance and authorization given for documenting the works such as Policies, Procedures, Process, Logs and Forms for the organization based on MPAA norms. Was actively worked as a program coordinator for All Lights India International Film Festival conducted in November 2015 in Kochi, Kerala, India screened about 132 films in 5 day event.January 1993~January 2015. Arab Heavy Industries PJSC (AHI), Ajman, U. A.E. as a “**Production Officer”. AHI** is managing by Keppel Group of Companies, Singapore a renowned Ship building and Ship Repair in Marine Industry all around the worldy. AHI is first shipyard in the middle east and emphasizing based on ISO 9000:2008 facility, having graving dock of 30000 Dwt and capable of accommodating up to 175 meters of vessels with 32 m wide with a draft of 6.5 meters. Other than graving dock AHI got slipways x 4 lanes on top and bottom areas of maximum length of 115 meters x 33 meter wide.. Total 550 meters of wharfs equipped with 5 tower cranes and 2nos of 150 ton crawler cranes other than earth moving cranes and forklifts. Capable of 30 nos medium type vessels can accommodate at a time (dry and on float condition)* Decision making authority for berthing/unberthing of vessels in the wharfs and docks. Arrival and sailing permissions to port control and customs department.
* Preparation of Management of reports / vessels movement report, report of slipway /drydock occupancy.
* Instructions to Dock Master / Supervisor / Foreman for all movements within the yard and arrangement of manpower as and when needed.
* All documentation works by maintaining ISO standards, mail and other correspondences in computers online and offline internally.
* Project tracking, Interact with Clients, Coordinate with Owners / Agents / Surveyors / Port Control / Immigration and co-ordinate with in the company in order to liaise with other departments.
* Keep track with the project and coordinate with owner representative and project managers in order to meet the deadline and assistance given if any slippage and cost control methods i.w.o. settling with vendors.
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| **3. EXECUTIVE** **SECRETARY** | 1989–1993 Supertech Computer Corporation , Mumbai, India.***Executive Secretary**** Self-correspondence, Systematic filing and Fixing appointments for the Director with Clients.
* Arrangements of Director’s meetings, hotel and ticketing arrangements and attendance in meeting for minutes recording.
* Operation of PC including E-mail and Microsoft office and all other administrative matters.
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| 4. ASSISTANT ADMINSTRATIVE OFFICER | 1984–1986 Obhroi& Company, Bombay, India***Assistant Administrative Officer*** * In-charge of the office and allocation of jobs.
* Maintaining petty cash and day-today expenses, allocation of office works and close monitoring to control the costs .
* Coordinating with Auditors for submission of Income-tax papers and trial balance and other official settlements.
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| Education |
|  | * MBA in Marketing – MG University
* BA in Economics – Kerala University
* Diploma in Computer Programming,
* Diploma in Hardware and Networking
* Diploma in Autocad.
* Internal Auditor Certificate from ABS for ISO 9001:2008
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**PERSONAL APPRAISAL:**

Has a positive attitude in all the spheres of the life. Very hard working, adaptable and self motivated, offering great potential for professional growth and achievement through determination and perseverance to reach corporate level. I posses a pleasing personality and have the ability to communicate as well as to interact with customers or clients. I could get along with my superiors and subordinates convincingly. Have always maintained a good record of being friendly, co-operative and supportive with colleagues and good relation with customers and respect to Superiors.

**PERSONAL DETAILS:**

Date of Birth : 20th Mar 1966

Nationality : Indian

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