** KESAVAN**

**ADMINISTRATIVER OFFICER/OPERATIONS**



**C O N T A C T**



Kesavan-302639@gulfjobseeker.com





**E D U C A T I O N**



Bachelor of Science (Honors) in Computer Science

**University of Greenwich, London,**

**UK**

**July 2012**

NCC International Advanced Diploma in Computer Studies

**London College of Advanced Studies, London, UK October 2010**

NCC International Diploma in Computer Studies

**London College of Advanced Studies, London, UK 2008**

Diploma in Hardware and Networking Engineering

**University of Newcastle (USA, study center UAE)**

**2007**



**C E R T I F I C A T I O N S**



Certified International Supply Chain Professional (CISCP)

**IPSCMI, USA**

**2017**

Certified Purchasing Professional (CPP)

**American Purchasing Society, USA 2018**

**P R O F I L E**



An Administrative Officer with excellent interpersonal and organizational skills, who is always welcoming new challenges. I have over 10 years of experience working various sectors, such as Administrator, Processing Officer, Negotiator, a Supervisor/Team Leader, and Logistics/Warehouse Coordinator. Throughout my experience I have gained a good understanding of the importance of working as part of team, or an individual in developing and maintaining good relationships, time management as well as managing records and database.

I am seeking to join a progressive company into Operation/ Administration where I can build upon my existing skills, whilst being given the opportunity to gain new skills, which will in turn help the growth and development of the company.



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|  |  | **P R O F E S S I O N A L E X P E R I E N C E** |  |
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| **Period:** | **January 2017 - Till date** |  |
| **Designation:** | **Visa Processing Officer (case worker), Clerk, Administration** |  |
|  |  | **Officer** |  |



* Consulting clients with migrating to Canada and Australia
* Overseeing the completion of visa and Immigration documentation, and ensuring that applications are received within the time limit set by the Governments
* Advising the clients with language requirements (IELTS, CELPIP and TEF) for Express Entry program (EE), and assisting for Education Credential Assessment (ECA)
* Creating EE, Job Bank profiles, and also Provincial Nomination Programs (PNP)
* Processing Student visa, work visa, and visit visa for various destinations
* Creating agreements, receipts for clients, and reporting to the management.
* Handling/Bookkeeping monthly and yearly Income/Expenses, and reporting to the management.
* Maintaining the petty cash, and responsible for the purchasing of general office equipment’s
* Conduct general admin duties (e.g.: responding to emails, assigning leads, scheduling meetings etc.)
* Shortlisting, and training staff on immigration information



**Period:** **March 2014 - February 2016**

**Designation:** **Sales/Letting Negotiator, Property Administrator**



* Acquiring properties for sale and to-let by persuading the landlords to manage their properties.
* Provide guidance and assisting sellers and buyers in marketing and purchasing property for the right price under the best terms
* Handle final negotiating in order to complete the sale, and achieve our targets.
* Allocating tenants to the property by background/reference checking, and renting out the property.
* Handling the ERP, tenant’s outstanding on rent payments, also handling with the monthly rent payments to the landlords

**S T R E N G T H S**

* Excellent interpersonal, organizational and administrative skills.
* Inventory, stock management and planning
* Good communication skills.
* Proficiency in interpreting instructions and carrying out policies accurately.
* Ability to adapt to new environment and grasp work quickly, ambitious, and committed
* Ability to work under strict deadlines



**I . T . S K I L L S**



* Proficient knowledge with Microsoft Office, Windows Administration, Outlook, and Open Office
* The ability to work with operating systems, such as Microsoft Windows, LINUX, Mac OSX
* Basic knowledge in web development software: HTML, Javascript, C#.NET



**B I O - D A T A**



Nationality: Sri Lankan

Status: Married

Languages: English, Tamil, Malayalam, Hindi

Date of Birth: April 02, 1989

Driving License: UAE(Until 2021)

UK(Until 2024),

Sri Lankan(Until 2025)

Visa Status: Employment (Transferable)

* Conducting general admin tasks such as installing and configuring services, software's.
* Creating invoices, receipts for clients, and as well as final reports to the management
* Dealing with tenant complains, regarding problems in the property (e.g.: Leaking, white goods not working etc.) and resolving these by sending engineers and builders.
* Responsible for General Purchasing from office equipment to building materials.
* Supervise / perform the day to day procurement function including purchase orders.
* Manage relationships with existing suppliers and identify new suppliers relevant to the business



**Period:** **November 2013 - February 2014**

**Designation:** **Technical Engineers, Intern**



* Installing and configuring EPOS systems on client sites, setting up network within the EPOS and the back-office.
* Installing and configuring kitchen printers, chip-and-pin, caller ID, and label printers.
* Providing the clients with training of the EPOS software, and responding to queries.
* Advising clients with additional business development, on equipment’s and services



**Employer:** **Regal International College, United Kingdom**

**Period:** **March 2011 - November 2013**

**Designation:** **Lecturer, Administrator, Database Admin**



* Maintenance of student records, and course co-ordinator
* Conducting general office administration of the day to day functions.
* Troubleshooting problems with diagnosis kit
* Lectured subjects related with Network and Hardware subjects.
* Handling relationship with both students and colleagues, and managed to work under pressure.



**Period:** **October 2009 – February 2011**

**Designation:** **Store Supervisor**



* Revise, monitor stock levels, purchases and ensure they stay within budget
* Review quality of purchased products
* Maintain and update records of purchased products, delivery information and invoices
* Prepare reports on purchases, including cost analyses
* Conducting regular stock takes/audits, and final banking
* Manage and cope in fast working environment with the ability to think quickly and successfully handle customer complains, and queries efficiently.
* Supervising deliveries and returns
* Recruiting, training, supervising and appraising staff
* Preparing promotional materials and displays
* Liaising with store manager

**Period:**

**Designation:**

**September 2007 – October 2009 Logistics cum Warehouse Coordinator**



* Plan and monitor the deliveries according to client requirements
* Maintaining accurate logs of all transportation and warehouse goods.
* Making sure warehouse capacity is kept at optimal levels
* Coordinate logistics staffs according to availabilities and requirements
* Maintain quality control checks are complete to avoid issues
* Liaising and assisting clients with product selection and pricing to improve transportation routes.
* Preparing reports for management.



**Period:**

**Designation:**

**Emirates March 2007 - September 2007 Tutor, Technical Assistance**



* Taught and trained newly enrolled students to the institute, relating network systems and technical support for PC and laptops, based on practical and theory.
* Repaired Desktop PC and Laptops; assemble computers
* Setup and assisted LAN systems for colleges and institutes



**R E F E R E E S : A V A I L A B L E O N R E Q U E S T**