

**VINOD**



**Vinod.306490@2freemail.com**



**Seeking Assignment: Administration/Accountant/Operations Management**



**Objective**



To associate with an Organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills in the state of the art of technologies and be a part of the team that excels in work towards the growth of the organization. To continuously strive to become a successful Manager through knowledge enhancement and skill up-gradation of self and team members.



**Summary of Resume**



Post Graduate in Commerce with **14 years** of experience in Educational Institution Construction and Manufacturing companies with different culture and environment this includes U.A.E. & India. Exposed to project requirements, multi task & ability to work independently, time management, scheduling and coordination skills functional reading and writing skill, interpersonal skills.



**Career Contour** (working experience) **-** Responsibilities included but not limited to:



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| **Organization :** | **- Al Naboodah’s Trans Gulf Electromechanical LLC** |
| **Designation** | **:** |  | **Project Administration officer (District Cooling Plant – 3, Tawam Dialysis** |
|  |  |  | **Centre – Al Ain, Landmark H.Q at Dubai Marina)** |
| **Period** | **:-** | **March 2012 to till date** |
| **Job Profile** | **:-** |  |



* Responsible to manage the Line Manager’s office for day to day activities.
* Monitoring the operations in the office
* Composing and typing routine letters, memos, reports, correspondences etc. as instructed by the Line Manager.
* Document controller in day to day documentation and record keeping.
* Establishing and maintaining office files, logs, indexes, control records based on ISO Standards and other information concerning the work under the Line Manager’s control.
* Schedule and arrange meetings and conferences for professionals and / or management staff and notifies the concerned & preparing Minutes of meetings.
* Serve and liaison between management and staff by transmitting information.



* To develop and maintain constructive and cooperative working relationships with other departments and agencies.
* Stamp all correspondences, in whatever form they may be, fill in the date of receipt, Project / Department reference, file number etc.
* Sort, open and distribute incoming mail to staff.
* Determine needs and order office supplies, equipment, repair and maintenance services through proper channels.
* Perform all activities in compliance with the Company health, safety and environmental management system and the assigned specific responsibility.
* Coordinate with HR for all employee related grievances, concerns, queries and leave application.
* Provide support for Payroll and HRMS. research and resolve problems, perform schedule activities, and liaison with service providers.
* Maintained HR records by preparing timesheets, recording new hires, transfers, tracking vacation, sick, and personal time.
* Ensure proper coordination and documentation of all internal manpower transfers.
* Coordinate with Consultants, Clients, Contractors and subcontractors for site inspections, meetings and correspondence.
* Handling of Petty Cash
* Maintain financial transactions of office funds
* Assigning task to the driver for the daily activities as per the requirement.



**Organization : - M/S. Techno mesh Pvt. Ltd. Kerala, India.**



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| **Designation** | **:- Asst. Accountant cum Administration.** |
| **Period** | **:-** | **1 year (01st Jan 2011 till 15th Jan 2012)** |
| **Job Profile** | **:-** |  |



* Handled accounts payable and accounts receivable
* Prepared sales invoices, refund and agency commission checks
* Handled tasks related to cash disbursement and cash reconciliation
* Preparation of Stock register.
* Preparation of Salary bills, Leave register.
* Local Purchase of materials
* Took care of telephone inquiries and managed all written correspondence
* Preparation of A/c books
* Preparation of Journal & Ledger Vouchers
* Preparation of Stock register
* Preparation of Salary bills, Leave register.
* Controlling Petty Cash
* Local Purchase of materials



**Organization : - M/S. Al -Tayer Stocks LLC, Dubai**



**Designation**



**: - Site Secretary/Logistic Management (Allen & Overy at DIFC, HSBC Bank,**



**Barclays Bank, Various Outlets at Dubai Mall)**



**Period**



**:- 3 years (May2007 to December 2010)**



**Job Profile**



**:-**



* Preparation of ISO standardized books & records.
* Execution of the job with ISO standardization.
* Preparation of draft letters and reports when requested
* File correspondence and other records as per Project archiving and Filing system.
* Control and maintain incoming documents as per incoming document procedure and project filing system
* Update the Handle Confidential Information.
* Preparation of Weekly Work Progress Report & submission.
* Preparation of Minutes of Meeting.
* Databases and follow document control procedures.
* Responsible for all administrative relative activities.
* Responsible for ensuring inventory production quality and efficiency levels.
* Periodical ISO Auditing.
* Monitoring and overseeing all In & Out Transactions.
* Co – ordination with client and consultant and Sub contractors.
* All Administration works and keeping of records according to ISO Standard.
* Vehicle arrangements
* Preparation of material procurement schedule.



**Organization : - M/s. Chinmaya Vidyalaya, Thrissur, Kerala, India** (Reputed CBSE School



**Designation : - Accounts Assistant**



**Period** **:- 5 Years (Sep 2002 to Mar 2007)**



**Job Profile** **:-**



* Preparation of A/c books,
* Preparation of Journal & Ledger Vouchers



* Preparation of Stock register
* Preparation of Salary bills, Leave register.
* Controlling Petty Cash
* Local Purchase of materials
* Receiving materials from suppliers.
* Fee collection.
* All office paper works.



**Academic Credentials:**



* Master of Commerce – Madurai Kamaraj University.
* Bachelor of Commerce from Calicut University, Kerala, India.



**IT Skills**



* Operating System **:** Ecommerce Windows 7 & 8,



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|  | Packages | **:** | MS office |
|  | Accounting | **:** | Peach Tree, Dac Easy, Tally eis, Tata Ex–Ngn |
|  | Others | **:** | Internet & Email, Scripting, HTML, DHTML, SQL. |



**Personal Dossier**



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|  | Marital Status | : Married |
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|  | Languages | : English, Hindi, Malayalam, Tamil |



