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Jayapalan

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**CAREER HISTORY**

ADMINISTRATOR + HR & LOGISTICS – 1994 to 2016

Employers name - MESSARA TRADING CO. LLC, SHARJAH, UAE

Messara Trading has been the leading choice for Flooring ,Wall covering and Furniture in the Gulf.

Responsible for handling the day-to-day administrative tasks of the office and making sure that everything runs smoothly

**DUTIES:**

Administration responsibilities included maintaining an effective administration system, rapidly responding to and resolving any administrative problems, coordinating office procedures and Logistics, making sure that information is quick and easy to locate, ordering and maintaining office stationery and equipment, offering a warm and friendly welcome to any visitors, processing staff payrolls, keeping account of finances and updating staff files, raising and progressing purchase orders, booking travel and accommodation for senior managers, carrying out large volumes of filing while retaining a good level of accuracy and efficiency, Follow up the shipments and get the documents on time and arrange to clear the shipment according to the priority.

HR responsibilities included conducting preliminary interviews of candidates to various positions, maintenance of personnel files and assisting the Public Relations Officer dealing primarily with Visas for expatriate office and field force employees.

CHANDRAGUPT BOUTIQUES at Bombay International Airport Departure Lounge

Worked as a Showroom Manager for two years from 1988 to 1990.

RENACO ENGINEERING CONTRACTING, BAHRAIN

Worked as a secretary during 1983

**ACADEMIC QUALIFICATION**

Under graduate from Calicut University, Kerala, India.

**COMPUTER PROFIENCY**

Ms-Windows, Ms-Word, Ms-Excel.

**PERSONAL INFO**

Gender : Male

Nationality : Indian

Marital Status : Married

Linguistic proficiency :  English, Hindi, Malayalam

Date of birth : 07/04/1957

Countries visited : USA, Germany, Qatar, Bahrain, Oman

**REFERENCES**

Available on request.