

Contact HR Consultant for CV No: 340194

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 **ASSISTANT IN OPERATIONS / ADMINISTRATION / HR**

 **More Than 12 Years Of Experience in GCC**

 **Areas Of Specialization:**

* OPERATIONS
* ADMINISTRATIVE
* HUMEN RESOURCE
* Logistics Management
* camp management

Please scan to capture contact details

**Assistant in operations | administration | human resource | logistics / camp management**

**Career Summary**

* Candidate with **12 Years’ Experience in Operations Assistant, Administrative assistant and Human Resource Assistant** holding Bachelor’s Degree along with Advanced Diploma in Software Application. Seeking a challenging career in Office Management, Human Resources, and General Administration support Services.Committed towards continuous learning and exhibiting professionalism. Good interpersonal skills, ability to work in a multi-cultural environment with sensitivity and respect for diversity. Ability to write in clear and concise manner and effective oral communication skills.

***Core Expertise:***

**Career History**

**Specialist Team Catering Services & Camp Managements – STCS Abu Dhabi- Specialist Group - UAE**

**Camp Operations Assistant Manager (Jan 2016 to Oct 2016)**

* Handling the operations of camp consisting occupancy status of 1100 at western region (Ruwais).
* Prepare and checking entire forms, invoices and accommodation details, man-days and other expense charts
* In-charge of monitoring all the health and safety related issues, monitoring the entire camp safety systems and advice for avoiding hazards.
* Maintain entire accommodation details live and update accordingly.
* Assigning work load to supervisors and monitoring their works on daily basis.
* Monitoring all the maintenance of the camps and updating the maintenance reports given by the maintenance supervisors
* Attending monthly meeting with respective clients and taking actions for fulfilling their requirements.
* Taking care the day to day activities of the kitchen and updating the reports given by the catering supervisors.
* Assumes responsibilities related to camp inventory and monitoring the store keepers job on daily basis.
* Maintaining the customers check-in and check-out procedures, supplier’s delivery notes and invoices, quotations, purchase orders and legal documents on daily basis.
* Tracking the invoices and updating the pending payments from the clients.
* Handling all the safety and legal inspectors from the clients happening on regular basis and taking corrective actions for rectifying the commented points.
* Support the Finance Team on all daily expense related queries.
* Evaluating the suppliers performance in Qshare
* Preparation of different MIS reports
* Monitoring vehicles and office maintenance.

**Specialist Transport Services – Al Minhad Air Base - Specialist Group (STS) - UAE**

**Administration Executive / Assistant Operations (Feb 2013 to Dec 2015)**

* The assistant operations manager's main task is to assist the operations manager in creating the employees work schedules and assigning their daily tasks.
* Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
* Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
* Supervising housekeeping staff (Training and developing housekeeping staff, coordinates work assignments, inspect completed work, assign non-accommodation cleaning assignments to housekeeping team leaders etc.,)
* Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
* Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
* Assists in the coordination, supervision, and completion of special projects, as appropriate.
* Performs miscellaneous job-related duties as assigned.
* Created weekly and monthly reports and presentations.
* Received and distributed faxes and mail in a timely manner.
* Managed daily office operations and maintenance of equipment.
* Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.

**Specialist Transport Services – Mina Abdulla – Kuwait & Basra Iraq**

**HR Assistant / Administration Executive (Nov 2006 to Feb 2013)**

* Assist with day to day operations of the HR functions and duties
* Provide clerical and administrative support to Human Resources executives
* Compile and update employee records (hard and soft copies)
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
* Coordinate HR projects (meetings, training, surveys etc) and take minutes
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Dealing with incoming and outgoing post, including assisting with the dispatch of information and support.
* Maintaining systems to ensure the maintenance of manual and electronic filing systems.
* Responsible for the maintenance of statutory and good practice systems relevant to an incorporate registries, rental and maintenance contracts.
* Maintain up-to-date records of staff records and leave administration.
* Be the office focal point, in liaison with the Accounts team, for the processing of invoices, petty cash handling and vendor cash and cheque dispatching Responsible for maintaining stationery levels and reordering as necessary.
* Be the focal point for office IT and equipment.

**Al Julaiah Petroleum Services WLL -** Mina Abdulla, Kuwait

**Inventory Assistant (Jan 2006 to Oct 2006)**

* Maintained inventory of Tools, Equipment and warehouse inventory Segregation and sorting of Tools &amp; Equipment according to type, measurement and mass Creation and maintenance record uphold of job requests and job progress Placement and following up of purchase orders and updating information in electronic files Maintaining a track record of orders placed and summary of job cards.

**Al-Abraj Co. W L L (Sub Cont: Kuwait Oil Company) -** Al Ahmadi, Kuwait

**Office Secretary (May 2005 to Jan 2006)**

* Creation of daily, weekly, monthly attendance sheet, budgets, annual reports of business firms, income statement, payrolls, invoices, Banking and Inventory control.
* Preparation and maintaining spread sheets and formulation of flow charts.
* Liaising with the authorities for preparation and processing for gate passes and security clearance of employees and equipment.

**Tax Matters India Ltd -** Vatakara, Kozhikode, Kerala, India

**Secretary (June 2004 to March 2005)**

* Creation of Journals from details of transactions like quantity, rate, trade discount, purchases, sales, returns, cash book etc.
* Creation of Ledgers based on the net values of assets, liabilities, expenses, losses, gains and income.
* Preparation of Trial Balance and Balance Sheets.
* Preparation of paper works pertaining to Income Tax, Sales Tax and Financial Segments

**ACADEMIC PROFICIENCY**

Degree - Bachelor of Arts, Calicut University, Kerala 2002

Diploma - Diploma in Computer Software Application

 Diploma in Computer Accounting Package **Tally 5.4**Training & Membership

* + Certified Accountant – National Institute of Computer Accountants

**AWARDS & ACHIEVEMENTS**

* Certificate of Appreciation UK Armed Forces, COB Basra Iraq
* Certificate of Appreciation Mayor Cell, COB Basra, Iraq
* Certificate of Appreciation US Armed Forces, COB Basra Iraq
* Certificate for Outstanding help & support to 906 EAW, British Force , Al Minhad Air Base Dubai
* Certificate of Excellence 906 EAW, British Force , Al Minhad Air Base Dubai
* Certificate of Basic First Aid Training
* Certificate of Basic Fire Safety Training

**Personal Profile**

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| Date of Birth | 03 May 1980 |
| Nationality | Indian |
| Marital Status | Married |
| Languages Known | English, Arabic, Hindi, Malayalam, Tamil |
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**reference**

Will be furnished upon request.