**Arun**

**Arun.352208@2freemail.com**

**JUNIOR EXECUTIVE ADMINISTRATION**

**Flexible, dependable and hardworking – a successful administrative support professional.**

**Performance Summary:** Highly dependable, adaptable administrative professional with excellent ability to problem solve and multitask while remaining focused. ‘Can do’ attitude towards work. Bilingual: English and Tamil.

**PROFESSIONAL EXPERIENCE**

Meydan Sobha Construction LLC. FZ, Dubai, UAE.
**Junior Executive Administration**, 11/2015 to Present

* Maintaining the **payroll & attendance** for 8000 workers.
* Maintain, Update, and Report of all official documents of the workers to the management.
* Coordinate with Operations team and Manpower Supply Agencies to get the **manpower requirement** for the site to Hire & Off-Hire the workers.
* **Document Verification** of new hired labors and maintain database.
* Maintain record for the internal transfer of workers from project to project.
* Attend meeting on administrative matters and prepare minutes of meeting.
* Assist Admin team on their day to day works.
* Also performing as an **Admin Coordinator**.
* Implemented the new Bio-metric device (**Clarati**/**Aurora**) and the software application to maintain the attendance and payroll for the workers (8000).
* Coordinating, Bug detecting and customization the software by guiding the Technical team to get a complete solution for attendance & payroll management.
* Took active part in overall **labor management** inside the project.
* Expect in Maintaining, Scanning, Photocopying, Mailing, Excel Report generation, Bio-Metric device and report maintaining, etc.

Chennai Photo Store, Tamil nadu, India.
**Office Administration**, 3/2012 to 8/2015

* Responsible for the smooth process of the business. Where I actively participate in all the process of business like Purchase, sales, **Administration**, Store management, etc.
* Interacting with clients and satisfy their requirements and issues.
* Major responsibilities are **recruiting** new employees and maintaining their salary, leave and other benefits.
* Keep record of all Official and financial documents for **audit** purpose.
* Contact vendor for mobilize the stock last product.
* Keep the office atmosphere and the office supplies in a high & hygienic form with the **given budget**.
* **Communicate** the issues in the product to the vendor and to the service provider for the service related issues.

**EDUCATION**

**Bachelor’s Degree, Computer Science**, graduated 2011

Park’s College (Bharathiyar University), Tamil Nadu, India.

**ADDITIONAL QUALIFICATION**

**Diploma in Computer Hardware & Maintenance,** graduated 2009

Computer Software Society (CSS), Tamil nadu, India.

**Post Graduate Diploma in Computer Application**, graduated 2007

Sharp Learning Institute, Chennai, India.

**ACADEMIC ACHIEVEMENTS**

* Won first prize in Web Designing Competition conducted by RVS College, Coimbatore. And Nanda College of Engineering, Erode.

**Skills**

|  |  |
| --- | --- |
| * MS Word, Excel, PowerPoint and Outlook
 | * Payroll, Time and Attendance
 |
| * Adobe Photoshop (Designing)
 | * Typing Speed: 30 WPM
 |
| * Manpower Management
 | * Document Maintenance & Verification
 |
| * Admin Support
 | * Data entry & Data Maintenance
 |
| * Mailing, Photocopying, Scanning
 | * Coordinating Meeting & minutes
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**STRENGTHS**

Self-confident Team Player with Fast Technology Adaptation ability and Good Communication & Interpersonal skills and Self Learning capabilities.

**PERSONAL INFORMATION**

Name ARUN

Date of Birth 13-Oct-90

Sex Male

Mother Tongue Tamil

Marital status Single.

Nationality Indian.

**PERSONAL INFORMATION**

I hereby declare that the above information furnished by me is true to the best of my knowledge.