**Curriculum Vitae**

***SIVA***

*Dubai, U.A.E.*

**Email:** **siva-393476@2freemail.com**

**Career Objective :**

Desire for an exciting and challenging position in the filed of **Executive Secretary/** **Administrative Secretary / Asst. Manager/ HR/ Administrative Assistant or Suitable** within a dynamic and innovative organization which offers variety and theopportunity for both business and personal growth.

**Career History – Gulf**

**From 25.01.2017 – till date**

**Company in Dubai, UAE**

**Profession: Executive Secretary to C.E.O**

**From 03.08.2015 – 30.09.2016**

**Profession: Secretary-cum-Admin. Assistant – Reporting to Chief Administrator.**

**From 03.08.2012 – 26.12.2014**

**Company in**

**Saudi Arabia – Dammam**

**World Leader in Metal Can Making with Printing for Food Industries. Main Customers : NESTLE (Nido Milk Powder cans) & KRAFT. Profession: Executive Secretary to Dy. General Manager (Admin & HR)**

**From : 13.04.2004 – 10.05.2010**

**Company in Dubai, UAE**

***(A Group Company of World’s Largest Civil Construction - J & P)***

***Profession : Secretary/Admin. Asst. - Administration Dept.***

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**From : 07.04.2000 – 12.04.2004**

**Company : Conspel Qatar WLL, Doha, QATAR**

***Profession : Secretary to Project Manager***

**Career History – India**



**From : 20.09.2010 - 10.06.2012**

**Continental Mercantile Corporation Inc.**

**HR Consultants**

***Profession : Executive Secretary to CMD***



**From : 01.08.1997 – 27.01.2000**

**Company : Indo Flogates Ltd, Calcutta, INDIA**

**(Asias Largest Refractory Manufacturers for Steel Plants)**

***Profession : Executive Secretary***



**From : 01.04.1995 – 31.07.1997**

**Company : Budge Budge Company Ltd, Calcutta, INDIA**

***Profession : Executive Secretary to Director***



**From : 20.02.1990 – 28.02.1995**

**Company : Usha Breco Ltd (Usha Martin Inds.Ltd), Calcutta, INDIA *(Asias Largest Rope Manufacturers & Ropeway Technologist) Profession: Secretary to Managing Director***



**From : 02.09.1987 – 11.12.1989**

**Company : Larsen & Toubro Limited, Calcutta, INDIA**

***Profession : Stenographer***

**Job Responsibilities : PRESENT**

* Transcribing Dictation (Shorthand) - Present Speed – 80 w.p.m
* Very Accurate & Fast in Typing – Speed – 65 w.p.m

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* Handling general office administration
* Maintaining a relevant filing system
* Handling self correspondence.
* Under general directions, perform responsible Secretarial, Office Management and Administrative tasks.
* Fixing Appointments and reminding program.
* Updating and usage of all Privilege Membership Cards.
* Arranging Air ticket Bookings/Hotel Bookings.
* Arranging visa processing for all Managers and staff to visit our Customers around the globe for Business/training/exhibitions, etc.
* All documentation works for new visa applications (Employment, Residence, Visit visas).
* All Recruitment process documentation (e-wakala/ embassy attestation, etc) as per manpower requirements of all departments/factories from overseas Manpower Agents and countries like India, Philippines, Srilanka, Nepal, Pakistan & Bangladesh.
* Searching CVs and Job Posting in the Job Portals like Gulf Talent, Naukri Gulf, and Byets for suitable candidates.
* Arranging Video online interviews for shortlisted candidates.
* All documentation works Renewals (Visas, Work-permit, Saudi Council of Engineers Registration and Passports).
* Making Company ID cards for all new employees and temporary plant workers.
* Arranging Temporary workers from Local Manpower Suppliers as per requirements from the concerned departmental heads of factories/Sites.
* Updating datas - Residence visas, Work Permits, Passport expiry dates
* Arranging Medical Insurance for all employees and updating the data for addition and deletions.
* Arranging On-Line Visas through internet
* Maintaining personnel files and keeping original passports of all employees.
* Maintaining confidentiality of the organization- backbone support of the boss.
* Responsible for the upkeep and maintenance of the DGMs, Admin and HR office and ensure that all office equipment & facilities are in working condition.
* Responsible for maintaining and ordering stationery and grocery supplies for the departments.

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**Job Responsibilities - PREVIOUS**

* Receiving all incoming telephone calls
* Transcribing Dictations
* Receiving, Stamping with date, logging, copying, distributing and processing all incoming and outgoing correspondence to and from client, contractors and subcontractors.
* Maintaining records of incoming/outgoing correspondence and distribution of documents to the respective personnel.
* Making all submittals (Materials, Drawings, Inspections, etc)
* Maintained and updated filing systems as per Project Procedures and archived the same upon completion of the contract in a Storage Facility Building.
* Maintained the confidentiality of matters.

**Skills & Abilities**

Qualification : SSLC & MA (Course Completed – Annamalai University)

Computer Skills : MS Office Package (Word, Excel, Power point & Internet/

Outlook express)

Typing Speed : 65 w.p.m.

Shorthand Speed : 80 – 100 w.p.m

Driving Licence : Four Wheeler and Two Wheeler.

**Working Experience**

|  |  |  |
| --- | --- | --- |
| **Total** | **: 32** | **Years** |
| **Overseas** | **: 17** | **Years** |
| **In India** | **: 15** | **Years** |

**Personal Data**

Place of Birth Nationality Marital Status Driving Licence

: Kerala

: Indian

: Married & 2 sons.

: LMV & Two wheeler

**Hobbies**

Reading News Paper, Listening Music, Internet, Watching TV, etc,

**Reference**

Available on request

***Siva***

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