Mani

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| **Professional Summary**  Highly skilled Office Administrator with an impressive background specializing in Administrative work and office support Known for utilizing strong communication skills to communicate with other staff members and employees.  Dedicated to creating office environment conducive to optimal workflow and success. Bring forth the ability to support and stimulate office stability and growth.  **Career history**  Dubai — *Senior Executive (Administration)*  **18/04 /1999 – 29/02/2020**   * 20-25% savings made to company Directors / Chairman hotel bookings by negotiating and entering into corporate rate agreement. * Managing fleet vehicles and its insurance, ensuring timely renewal of registration. * Take care of property damages of locations and repair through insurance, if applicable. * Ensuring timely payments of DEWA, Etisalat, Enoc and Adnoc. * Visit staff accommodations and understand their issues and resolve the same. * Take care of workmen compensation of employees by lodging the medical claims with disabilities if any with the insurance and ensure that the claim is settled. * Renewal of Fire Protection systems and civil defense related requirements of all locations. * Liaise with foreign consulates/embassies for obtaining visas to Management staff. * Take care of Voluntary Life insurance of employees * LPO generations in SAP as and when required. * Arranging quotes for various office requirements and finalizing through negotiation. * Ensuring timely payments to all admin related vendors. * Exploring new vendors and obtain the best rates. * Coordinating with Insurance for the medical insurance of employees. * FSMA renewal for all copiers, printers of various locations. * Supporting GM on all administration related core issues.   + 2 –   **Juma Al Majid Est, Dubai — *Secretary***  **05/02/1993 – 31/03/1999**   * Supporting GM for the day today functions of office. * Diary management, arranging travel itineraries of GM. * Supporting sales team in preparing tender documents. * Coordinating with Site Engineers   **Experience in India**  **1990 – 1992** : **Secretary**  **Nipha Exports Pvt. Ltd.**  **Calcutta, India**   * Taking dictation and typing letters, self-correspondence, attending telephone calls of MD, self correspondence,, telex & fax operation.   **1987 – 1990  : Secretary**  **Universal Cables Ltd,**  **Calcutta, India.**   * Taking dictation and typing letters, self correspondence, attending  telephone calls of Regional Manager, telex & fax operation.   1986 -1987   : Secretary  **Udita Finance & Leasing Co. Ltd,**  **Calcutta, India.**   * Self-correspondence, typing letters, balance sheet, statements. | **Personal data**  Nationality      : Indian  Marital status  : Married  Date of birth     :26/02/1962  No. of  children : 2  **UAE Driving License  : Valid**  **EDUCATION**  University of Calicut, KeralaBachelor of Arts : Economics    **SKILLS**  Familiar with MS word, Excel & SAP.  **Languages known**  **English, Hindi & Tamil**  Mother tongue : Malayalam |