*Rahul*



*HR & Admin Assistant*



*Personal Info*

**Age, DOB**

**28,30th June 1992**

**Nationality**

Indian

**Visa Type, Validity**

Employment, 15th August 2021

*Key skills*

MS Windows

MS Office

Tally

*Languages*

Advanced English

Hindi

Malayalam

***Summary***

*A Human resource and administration professional with an experience of 5+ years in relevant aspects. Seeking a job in any institution, where I can deliver the maximum out of self and sustain the ability to learn more.*

**HR & Admin Assistant**

*L.L.C, Dubai* *(April 2015 to 30th September 2020)*

*Location: Head Office, Dubai*

***Projects involved***

* *Almaktoum hospital redevelopment project, Dubai(2015 to 2018)*
* *The blue water wharf retail projects, Dubai(2015 to 2018)*
* *Marsa Alseef Project. Dubai(2015 to 2018)*
* *Almakltoum international airport expansion Project (2015 to 2019)*
* *Dubai Hills Mall, Dubai(2019 to September 2020)*
* *Abu Dhabi Marina City, Abu Dhabi(2015 to 2019)*
* *Reem Island, Abu Dhabi(2019 to 2019)*
* *P.P.O Project, Abu Dhabi(2020 January to September 2020 )*

***Work Experience***

* *Planning and co-ordination of man power utilizations in various projects across UAE.*
* *Review and submission of material submittals and O&M manual*
* *Arranging their invoices from various suppliers.*
* *Coordination of transportation and manpower for various projects*
* *Preparation of visa schedule for new joiners and arranging their documents*
* *Preparing various reports regarding the site progress and other site activities.*
* *Prepare all over reports for final meeting*

***Qualifications***

* *Secondary leaving certificate(2007)*

 *Thrikkannamangal, kottarakkara.*

* *Vocational Higher Secondary certificate(2009 Ummannoor*
* *BA (Sociology)(Not completed) Kerala University*

**Email Address**  : rahul.399947@2freemail.com / rahul.399947@gulfjobseeker.com

**Mobile Number** : 0504973598

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>