

Hi Sir / Madam,

Can you please arrange to review my CV for the necessary suitable position.

I do have experienced in MNC company in the Middle East overall 18 years which including 7 years in UAE, 9 years in Kuwait and 2 years in Bahrain in the position of Administration Manager.

I have been working in Kuwait with Atkins and F&G since 2006 in the position of Administration Manager / Project Administrator / Procurement.

Have experienced to set-up new office in Kuwait including all general administration, Immigration issues, ministry registrations, bidding, banking, auditors, tax, mobilisations, cars, procurement, office health and safety, QMS, IT etc.

I am a good team player with Master Degree and **Available Immediately with Transferable Residence Visa.**

Thanking you in advance

Ganesan Ayyavu

Mobile No. [00965-67041635](tel:00965-67041635)

# Ganesan Ayyavu

## Administration Manager

Contact No. 00965-67041635

Email : ay.ganesh@gmail.com & ay\_ganesh@yahoo.com



### Profile

Professional Administration Manager with 18 years (which includes 9 years in Kuwait, 7 years in Dubai & 2 years in Bahrain) Middle East experience with leading Multinational Companies such as:

WS Atkins Overseas Limited - Kuwait,

WS Atkins & Partners Overseas - Bahrain

Dutco Balfour Beatty - Dubai

Dutco Balfour Beatty Construction Group - Dubai

Mushrif Trading & Contracting Company - Kuwait

Including responsibilities such as General Administration, Procurement, Project & Contract Administration, IT Prequalification & Bids, HR, Finance, Support, Marketing, QSE, HSE etc.

### Key experience

- HR regulations, Staff mobilization, visa issues, handling employee issues, legal document regulations, payroll issues, leave records.
- Supplier contract preparation, modification, analysis, negotiation, that involve the purchase of sale or goods and services such as equipment, materials, supplies, or products.
- Set-up, business development, plan, direct, supervise and coordinate with office admin issues with QMS,
- BMS regulations, arranging travel, accommodation, transports, insurance, advertising, reporting QMS reports quarterly.
- Arranging office furniture, stationeries, printings, rental cars, shipments, telecom, office facilities, customs clearance etc. with support staff, maintain confidentiality in all matters related in a timely and professional manner, preparing agreements, negotiation with supplier, procurement etc.
- Intercompany co-ordinations, responsible for IT, QSE, Marketing, banks, ministries related works etc.
- Handling Kuwait Finance and reporting to Finance controller in Bahrain.

### Profession

Administration Manager

### Availability

Immediately

### Nationality / Languages

Indian / English, Hindi, Tamil, Malayalam & little Arabic.

### Qualifications

Master of Business Administration - University of Madras, Tamil Nadu India 2006

Bachelor of Arts - Madurai Kamaraj University, Tamil Nadu, India 1996

Executive MBA - ICF AI University, Tripura, India - In progress

Master of Arts - Madurai Kamaraj University, Tamil Nadu, India - In progress

Diploma in Advanced Programme (Visual Basic & Oracle) - Tamil Nadu, India 2003

Diploma in MS Office 97 Package - Certified by Education Ministry - Dubai, UAE 1998

C.C.A., (Lotus, Word Star, GW Basic & Pascal) - Tamil Nadu, India 1994

Typewriting Higher Level - Tamil Nadu, India 1994

**Note:- Certificates & Documents will be available on request**

### Experience with Atkins and F&G, Kuwait (Nov 06 – Jul 14)

**Administration Manager** (including HR, Project Administration, Procurement, Finance, Bids, IT support, QMS etc.)

Duties and responsibilities including experienced in the various field such as interviews, HR regulations, Staff mobilization, visa issues, handling employee issues, legal document regulations, payroll issues, office set-up, business development, plan, direct, supervise and coordinate with office admin issues with QMS, BMS regulations, arranging travel, accommodation, transports, insurance, advertising, maintaining annual leave records, arranging office furniture, stationeries, printing, rental cars, shipments, telecom, office facilities, customs clearance etc. with support staff, Maintain confidentiality in all matters related in a timely and professional manner, preparing agreements, negotiation with supplier, co-ordinate with intercompany issues, responsible for IT, QSE, Marketing, banks, ministries related works etc. Additionally handling Kuwait Finance and reporting to Finance controller in Bahrain.

### Experience with Atkins, Bahrain (Mar 05 – Oct 06)

#### Office Manager / Project Administrator / Marketing Administrator:

A professional Administrator with the Project Management experience within the Design and Consultant Industry, Directly reporting to Project Director, co-ordination with Project management team, provide administrative support to project design & consultant team, including maintaining correspondences and register upto date. Arranging air tickets, booking accommodations, printing, office maintenance etc. managing office procurements, coordinating with accounts & admin issues, In-charge of admin support to Kuwait Operation.

### Experience with Mushrif Trading and Contracting Company, Kuwait (Dec 03 – Feb 05)

#### Commercial Administrator:

A professional Administrator with Commercial Management experience within the construction industry, directly reporting to Commercial Manager, co-ordination with project management, in preparation of monthly trading summary, measurable objectives, assisting to prepare project budget, provide administrative support to managing quantity surveyor in preparation of monthly Project Cost Report (PCR).

### Experience with Dutco Balfour Beatty Construction Group, Dubai (Jul 02 – Nov 03)

#### Project Administration Manager & HSE Administration - Major Projects:

Reporting to project manager and manage of 15 direct & indirect employees, manage contract administration in accordance with company QMS system and client's prerequisite contract demands. Administrative functions which include the following but not limited.

- Office Administration
- Experienced in claim preparation
- Develop MS Access programme to suite work demand
- IT Administration
- Document Controlling
- Involved HSE Administration

### Experience with Dutco Balfour Beatty LLC, Dubai (Nov 96 – Jun 02)

#### Project Office Manager:

On hand experiences with multi discipline project management experience within the construction industry. reporting directly to project manager and manage 20 direct & indirect employees, managing contract administration in accordance with company QMS system and client's prerequisite contract demands, particular strengths lie in the ability to work closely with managers, clients and advisors, adopting a team approach to deliver solutions within the site administration level and experienced in secretariat administrative functions in various below listed position & contracts within the company.

**Project, IT Admin & Claim Preparation** Jan-02 – Jun-02 Sharjah Cement Factory (\$25Million)

**Project & IT Administration** Apr-00 – Jan-02 Sharjah Cement Factory (\$25Million)

**Sr. Project Secretary, IT Admin** Feb-99 – Mar-00 Dubai International Airport (\$45 Million)

**Secretary, Receptionist, SK, TK** Feb-98 – Jan-99 Jebel Ali Port - Various works (\$5Million)

**Technical Clerk, SK, TK** Sep-97 – Jan-98 Sheikh Zayad Road (\$55Million)

**Store Keeper & Timekeeper** Apr-97 – Aug-97 Sheikh Zayad Road (\$55Million)

**Store Keeper** - Nov-96 – Mar-97 Sheikh Zayad Road (\$55Million)

### Experience with Soorya Finance P.Ltd, India (Apr 96 – Oct 96)

#### Accountant & Development Officer

As an Accountant involved in the financial function including in the following.

- Control and ensure the integrity of nominated profit and loss/balance sheet
- Reconciling Balance Sheet accounts within agreed reporting deadlines
- Involved in cost allocation & billing activities, payment collection etc.

### Referral Name and Contact

Atkins - Mr. Will Myles (MD) - [William.Myles@atkinsglobal.com](mailto:William.Myles@atkinsglobal.com)

F&G Mr. Paul Woutersen (RD) - [Paul.Woutersen@FGould.com](mailto:Paul.Woutersen@FGould.com)

DBB - Mr. Julian Henson (PM) - [jjhens0n@hotmail.com](mailto:jjhens0n@hotmail.com)

DBB Mr. Terry Bradbury (GM) - [bradbury105@yahoo.co.uk](mailto:bradbury105@yahoo.co.uk)