

**Application for the post of: Executive Secretary, Personal Assistant, Administration Executive,  
Document Controller**

***KINGSTON FERNANDO***

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**Personal Information:**

Date of Birth : 20<sup>th</sup> February 1970  
Nationality : Indian  
Marital Status : Married  
Languages Known : English, Tamil, Hindi & Arabic  
Passport #, Date of Expiry : SO693297, 10-12-2027

**Work Experience:**

Company Name	Location	Position	From	To	Total
Arabian BEMCO Contracting Co.Ltd, [GE Power & Water] Riyadh, Saudi Arabia.	Saudi Arabia	Executive Secretary	Nov 2006	May 2019	12.6 Years
Phoenix Entertainment Hotel Ltd, Chennai.	India	Office Executive	Aug 2003	Apr 2006	2.9 Years
Oceanic Shipping Agencies	India	Documentation Exec.	Jan 2000	July 2003	3.6 Years
Globe Marine Services, Dammam, Saudi Arabia	Saudi Arabia	Admin Executive	Aug 1997	Jan 2000	2.5 Years
Oceanic Shipping Agencies	India	Shipping Executive	Aug 1993	May 1997	3.9 Years
Vilsons Shipping Pvt. Ltd.	India	Computer Operator	Jun 1992	May 1993	1 Year
Pereira & Roche Pvt. Ltd.	India	Shipping Assistant	Jun 1991	May 1992	1 Year
<b>Total Experience in India</b>					<b>12.4 Years</b>
<b>Total Experience in Gulf</b>					<b>15.1 Years</b>
<b>Total Experience</b>					<b>27.5 Years</b>

**Key Skills:**

- ✓ Diary System
- ✓ Exceptional Organizational
- ✓ Time Priority Management
- ✓ Punctuality, Adaptability and Uniqueness
- ✓ Excellent Communication
- ✓ Firm data security protocols
- ✓ Networking

## Academic Qualification:

Name of University/College	Course	Location	Start/End	Class
Madurai Kamaraj College	Bachelor of Science [B.Sc]	Tuticorin	1988-1991	Second
NIIT	Diploma Computer Application	Tuticorin	2000-2001	First

## Duties and Responsibility:

1. Worked as a “**Executive Secretary**” with **GEIIEnergy** assigned by **Arabian BEMCO Contracting Co.Ltd, Riyadh, Saudi Arabia** for Power Plant PP9 & PP10 project (GE Gas & Steam Turbines-Electro Mechanical Construction)\_From November 15,2006 to April 5,2019 (**12.5 Years**)

### Responsibilities:

- Executive Secretary for top-level management – maintain their calendar schedule, and Co-ordinate Technical/General& EHS meetings, prepare and distribute agenda/to-do list and minutes of meetings, record keeping, scanning, copying, faxing, mailing and filing collect and summarize data for any type of reports, find solution to various administrative situations and prioritize work.
- Prepare site daily & weekly activity technical report and Test Package reports for the customer and client, invitation letter, immigration visas, work permit and update in the company database, coordinates mobilization and demobilization of field employees.
- Supporting new Technical advisors with getting up on technical tools, O&M manuals, safety orientation, field operation, gate pass, badges, plan and arrange travel itineraries, hotel and rental car booking.
- Document Controller of over 200 folders consisting of technical reports, EHS reports, Shortage/Damage material records, Technical correspondence letter, customer billing timesheets (total man hours & week consumed) in the spread sheet and forecasted via summary report.
- Handle incoming & outgoing correspondence via email to clients, vendors and other business, coordinate with courier for shipments, prepare and track the expenses claim.
- Manage and maintain HR databases with different information such as new hires, transfers, change in Job classification, merit increases, termination, vacation, sick leaves, warning/day off and update them regularly with any changes.
- Provides day-to-day HR and Administrative information to departmental heads, managers and employees on general HR related policies and procedures, forwarding issues that are more complex to Corporate HR/Administrative manager.
- Manage office supplies stock, office equipment maintenance and place orders, Supporting back office operations such as interoffice correspondence, confidential mail, invoices. Prepare regular reports on expenses and office budget.

2. Worked as a “**Front Office Executive**” in Phoenix Entertainment Hotel (P) Ltd, Chennai, India From August 2003 To April 2006 (**2.9 years**)

### Responsibilities:

- Greets, register, and assign rooms to guest, answer inquiries pertaining to hotel services, registration of guest, shopping, dining, entertainment, and travel directions
- Coordinate with sales, reservation and housekeeping depts. for room booking, banquet booking, and transportation for guest in arrival/departure.
- Support internal auditors to audit outlet invoices, track room revenues, occupancy percentage, and other front office statistics.
- Check, sort and forward emails, update records and folders.

3. Worked as a “**Shipping Documentation Executive**” in Oceanic Shipping Agencies, Tuticorin, India From January 2000 To July 2003 (**3.6 years**)

4. Worked as a “**Admin Executive & Planner/Scheduler**” in **Globe Marine Services, Dammam, Saudi Arabia** (Operation & Maintenance project for Royal Commission in Yanbu), From August 1997 to January 2000 (**2.5 years**)

**Responsibilities:**

- Planning, scheduling, importing & exporting of inventory received from the client and customer through virtual communication.
- Prepare service request orders/work orders as per the nature of work and get the appointment from customer to start the work.
- Support warehouse personnel's in material inventory.

5. Worked as a “**Shipping Executive**” in Oceanic Shipping Agencies, Tuticorin, India From August 1993 To May 1997 (**3.9 years**)

6. Worked as a “**Container Terminal Computer Operator**” with Vilsons Shipping (P) Ltd, Tuticorin, India From June 1992 To May 1993 (**1 year**)

7. Worked as an “**Shipping Assistant**” with Pereira & Roche (P) Ltd, Tuticorin, India From June 1991 To May 1992 (**1 Year**)

**Responsibilities:**

- Check and prepare the Import/Export container documents [Bill of Lading, Shipping invoice, Delivery note, Survey report, Packing List]
- Coordinate and contact C&F agent and Shipping agent for the smooth operation of Import & export of container in the vessel.
- Maintain the record of inward outward containers in the container terminal; provide rental statement of the containers to the Shipper Liners.
- Check import/export documentation to determine cargo contents, and classify goods into different fee or tariff groups, using a tariff coding system.
- Enter and maintain shipping information into computer by hand or by using hand-held scanner that reads bar codes on goods. Maintain the documents for clearance from ports to required destination.
- Co-ordination deliveries of containers arriving at, or leaving depots and manage the entire office processes of terminal office. Prepare and send the ship berthing movement data to shipping agents.
- Co-ordinate with port authority when the ship berth as a tally clerk is to go on board and get the cargo manifest and stowage plan of the vessel from the chief mate.
- Co-ordinate and receive the updated sequence sheet from vessel planner via the runner in advance for the scheduled bay as per the crane program.
- Record in the Mobile data terminal, the identification data of each container being discharged from the vessel and the identification number of the switcher on which it is placed.

**Declaration:**

I hereby declare that the above said information is true to my knowledge and belief.



**Kingston Fernando**