



Position Applied for: **ADMINISTRATION OFFICER (Immediate Joiner)**

**Career Objective**

“To use my skills in the best possible way for achieving the company's goals”.


**Educational Attainments:**

SCHOOL/UNIVERSITY	YEAR	DEGREE
University of Madras Tamil Nadu, Chennai	April-2006	Bachelor of Business Administration
Government Boys High School, Thiruppuvanam, Sivagangai, Tamil Nadu	2003	Higher Secondary
Government Secondary School, Thirumanjulai, Sivagangai	2001	S.S.L.C.

**Skill Highlights:**

- All types of Administration/Personnel functioning and procedures.
- Transport/Logistics and Labor coordination.
- Database creation and management of manpower.
- Travel administration.
- Facility maintenance supervision.
- MS office skills and Spread Sheet development.
- Coordination with Head office regarding mobilization / demobilization of manpower, Visa Renewal / Medical, Passport Renewals and Formalities for Emirates Identity Card.
- Knowledge in Admin/Labour procedures.
- Handling Project Petty Cash/HO-Account Management at Site
- Handling all transport/fleet management at site.
- Maintaining time records and salary disbursement at site for workers/staff.
- Facility management supervision and liaison with various camp boss regarding accommodation for staff/workers.

**Employment History:**

Working with **M/s BESIX Construct LLC, Dubai – UAE**  (a largest Belgium Group operating in the Construction of Buildings, Infrastructure, Environmental Projects and Roads etc.) as “**Administration Officer**” for the last 16 years in the various projects as follows:

**October 2018 – To Date**



R1013/2C - Al Shindagha Infinity Bridge / R1013/2B2 - Improvements of Al Shindagha Corridor Phase 2B2- Falcon Junction Project in Dubai.

**March 2016 To September 2018**



DMS 139263 - Design and Build of Deira Island Coastline Project in Dubai.

**June 2014 To February 2016**



R999/3 - Dubai Water Canal – Infrastructure Package 3 – Canal & Coastal Works in Dubai.

**January 2011 To May 2014**



RL200 - Al-Safouh Transit System (Tram Project) in Dubai.

**January 2009 To December 2010**



A199999/2006/C/003 - Package No. 4A – Residential Shell & Core including MEP, Finishes, Roads & Infrastructure Works, Al-Gurm Resort Development Project in Abu Dhabi.

### March 2007 To January 2008



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