

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, Thirumanjolai, 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.

February 2008 To December 2008



STP - Sewage Treatment Plant Project in Abu Dhabi as Time Keeper.

March 2007 To January 2008



R878/1 – Palm Deira Access Bridge Project in Dubai as Time Keeper.

January 2006 To February 2007



Fujairah Cement Factory Joint venture with M/s Orascom as Time keeper.

Computer Skills

- Windows and XP – Word, Excel, Power Point,Outlook FoxPro Delhi Program and Wep application program, AX program

Driving License

- Possess Valid Indian Driving License (4 Wheeler).

Languages

- Proficient and fluent in English, Tamil, Hindi, and Malayalam.

Other Interests

- Reading, Watching Sports and outdoor leisure activities are my main hobbies and interest.

Personal Profile:

Name : Muthaiah Veeramahali

Address : Village – Arasanur
Post - Thirumanjolai
District – Sivagangai,
Tamil Nadu, India
Contact No: +91-6384137493(India)
: +971-55 913483 (UAE)

E-mail id : vigneshmuthu18@gmail.com

Passport No. : L 5904079

Date of birth : 01/02/1984

Marital Status : Married

Nationality : Indian

Declaration:

I hereby declare that all the information furnished here in are true and correct to the best of my knowledge and belief.