

NAJEEB ASANAPATH

ADMINISTRATOR / EXECUTIVE / BUSINESS SUPPORT

Sharjah, United Arab Emirates | get2najee@gmail.com | 050-7420874



With more than 12 years progressive experience in business support and administration, dedicated, focused who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve goals. Seeking a role of increased responsibility and authority.

HIGHLIGHTS I

- ☐ Advance MS Office Suite
- ☐ Excel spreadsheets
- ☐ Meticulous attention to details
- ☐ Results-oriented
- ☐ Time Management
- ☐ Strong interpersonal
- ☐ Employee relations
- ☐ Organisational skills
- ☐ Business Writing

PROFESSIONAL I EXPERIENCE I

HR & PR OFFICER - SPECIALIST SERVICES GROUP (www.specserve.com)
ABU DHABI / DUBAI, U.A.E.

Providing people and equipment in Oil & Gas. [Engineering Procurement Construction (EPC), Drilling Testing and Production (DTP), Modular Buildings and Hire]

Total number of staff: 360 plus; Total number of yard workers: 900 plus
Reporting to HR Manager

SEPTEMBER 2001 – PRESENT

- Arranging Security Passes (CICPA) Offshore / Onshore
- Typing Security Pass / Optima card application.
- Arrange and coordinate Offshore / Onshore medical & Trainings
- Preparation of ADMA / ZADCO Optima / Travel Cards
- Organize Safety / HSE Induction ADMA & ZADCO
- Process Work Permit, Entry Permit, Visa, and Labour Card, Emirates ID renewal / Stamping / Cancellation.
- Ensure filing and archiving is done accurately both electronically and manually and is easily retrievable while complying with confidentiality norms.
- Arranging the induction of staff and providing information on conditions of service, salary advance
- Arrange and coordinate trainings for staff; update training registers; update training budget and expenses incur on a monthly basis.
- Update new employee status, department, position and reporting structure in Synergy.
- Providing secretarial, clerical and administrative support to HR department.
- Supervise office boys and Liaises with camp boss for Labour accommodation issues.
- Negotiating & setting disputes with the employees, maintaining discipline and harmonious working environment across all employees' levels.

ACCOMPLISHMENTS |

- More than 12 years of administrative experience.
- Increase office organization by developing more efficient filing system.
- Coordinated all department functions for team of 1000 plus employees.

TRAININGS |

- Customer Service Skills
- MS Excel 2010 Beyond Basics
- Email and Telephone Etiquette
- Buddy System

**SOFTWARE |
AND SYSTEM |
PROFICIENCY |**

- MS Office (Word, PowerPoint, Excel, Outlook)
- Adobe Acrobat / PDF
- Microsoft AX Dynamics – ERP System

**EDUCATION | UNIVERSITY OF CALICUT, KERALA, INDIA
BACHELOR OF COMMERCE**

REFERENCE | Available upon request.