nineshkv@gmail.com

Contact No. +966 592400767

Ninesh Varghese

|  |  |  |
| --- | --- | --- |
| objective |  | To secure a experience and potential as well as offer stability and challenging position career advancement. that would enrich my knowledge and utilize my skills |
| Education |  | Bachelor of Commerce from Calicut University, March 2003. |
| other qualification |  | * One Year Diploma Course in Computer Application.   MS Office (Word, Excel, Mus.Drs.) Tally 5.4, 6.3, M.S.Access, Ex-Engine, Out Look Express & Internet. Hard ware trouble Shooting/Programming CC++.Java   * Typing Speed 45 W.P.M |
| Professional Experience |  | **10 Years’ Experience in Clerical/Secretarial/Document Controlling field (Engineering/Construction Industry).**  **Administrator – Project Control, ABV Rock Group Ltd. – Saudi Arabia.**  Nov 2014 to ….  **Yasref Aramco Project.**  Company Profile:-  ABV Rock Group is a construction contractor that operates in several interlinked sectors covering buildings and civil works, and acts as a principal and specialist contractor in Oil and Gas/Ministry of Saudi Arabia etc.  Responsibilities.   * Prepare Weekly Executive Report. * Prepare site Manpower and Work progress report. * Responsible for receiving, circulating and recording all incoming   and outgoing faxes, emails and hand deliveries.   * Maintain site manager Calendar. * Co- ordinate with Client office and site for smooth functioning of work. * Weekly Test/Work Pending report submit to Site Manager. * Scanning in all relevant new documents. * Create filing and archiving system for documents and distribute technical documents such as Drawing/Inspection/Product/Test Report etc... * Uploading documents/drawings in Electronic systems to store and track communications and log documents. * Generate the various document control reports and submit to QA/QC department. * Make sure that controlled copies of latest approved documents and drawings given to the appropriate department. * Prepare site HSE weekly report. * Implement scanning or other automated data entry procedures, using imaging devices and document imaging software. * Prepare and update organization Chart. * Handle office stationery, distribute on the basis of the request. * Prepare Department Vehicles log sheet and control vehicles.  Administration Assistant, National Contracting Co. Ltd. – Saudi Arabia **Aramco – YASREF – Project.**  October 2011 to October 2013.  Company Profile: -  It Providing Mechanical/Civil engineering services to esteemed organization in Oil/Gas/Energy/Power field.  Responsibility’s : -   * Responding to and putting through (Email/Phone/Fax/Reception) various queries from managers and employees and Client/Agencies or departments/Sites. * Handle Incoming/Outgoing documents (Tender & Quotation, Clients Correspondence, and Resumes, drawings, Fax, Emails etc…, registering and distributing the same to the concerned people in various departments. Timely dispatch documents through Courier/Fax. * Assists with the implementation of changes to the filing system when established by supervisory personnel. * Provide Secretarial support for the department / Division such as schedule and arrange meetings, interviews, appointments, training for managers and supervisors and also coordinating travel as well as lodging arrangements. * Maintain updated site manpower list. * Handle employee Leave/End of service and return form leave application. Take approval from management. * Purchase monthly stationary and distribute to each departments/ sites on the basis of site requirement. Prepare LPO/GRN and sent to Accounts Dept. * Schedule & coordinate site Vehicles for smooth functioning of field works. * Maintain asset listing & documents of company owned/Haired equipment and machineries. * Ensure, Timely maintenance of equipment’s and office machinery’s.  Administration Assistant, Danem Engineering W.L.L – Qatar.Qatar Petroleum - ProjectFebruary 2010 to February 2011.Company Profile: -It Providing Mechanical/Civil engineering services to esteemed organization in Qatar.(Oil/Gas)Responsibilities: -  * Maintain general office filing systems. File and retrieve corporate documents, records and reports. * Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet. * Coding Drawing and other technical documents/ Correspondences. * Maintain personnel database in ERP System, Ensure proper maintenance of personal files, service register, Technical documents. * Responding to various queries from managers and employees. * Prepare Time Sheet  Sr. Administration Assistant, ADFC Co.Pvt.Ltd. - IndiaReliance Oil and Gas Refinery Project.October 2004 to February 2010.Company Profile: -It is a ISO 9001:2000 Company, Which Provides Mechanical Engineering /Construction services to esteemed organization in India.Responsibilities: -  * Assisting other staff members with maintenance of computer records(ERP –SAP), including accounts data entry and updating e-mail and contact lists; * Reception of general telephone enquiries and occasional visitors; taking messages; * Co-ordinate with a wide range of government organizations such as PF Office, Labor Commissioner Office, ESIC office, etc. and ensure that all statutory records are maintained.… * Opening and sorting the office correspondence and e-mail; stamping, sorting and posting outgoing mail; * Maintain files and information on the employees of a company. (These records can include employee names, addresses, salaries, tax information, and benefits.). Notice the Changes information making sure the new information is recorded. * Generating and Preparing Employees salary details and sent to Payroll Dept. * HR – Dept.:- Inform the applicants that their resumes have been received and letting them know whether they have been hired for the position. Keeping Records of the Applicants. Prepare offer/Contract letter, assisting joining formalities of new Employees. * Preparing weekly/Monthly MIS reports. * Preparation and submission of Daily productivity report of different Departments. * Monitoring stocks of stamps, stationery, printed material and supplies; receiving and checking deliveries. * General office duties including Copying, collating and dispatching by e-mail and post of committee papers, external customers and internal staff; |
| Achivements |  | * Ability to work Under Pressure/ handle Team. * Work experience in ERP (**SAP/ORION)** & Tally and Outlook Software. * How to work with seniors on the complicated matter |
| personel details |  | Name : Ninesh Varghese.  Nationality : Indian  Religion : Christian  Material Status : Single  Date of Birth : 30th May 1983  Language Known: English, Hindi. |