



OBJECTIVE

Extremely experienced and organized Sr. Administrative Professional with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives.

Looking for a challenging position (**Admin. Manager / Office Manager / Sr. Administrative Officer**), where I can put my academic and professional resources to contribute to the prosperity of the organization and make myself a valuable asset to the employer.

CONTACT

PHONE:
+973 6639 1695

EMAIL:
tomdjoose@gmail.com

SKILLS

Verbal & Written Communication
Planning & Time Management
Detail Oriented
Prioritization & Problem Solving
Team Player
Flexibility & Self-Motivated

PERSONAL INFORMATION

Nationality: Indian
Date of Birth: 30 May 1977
Marital Status: Married
Driving License: Bahrain & Indian
Visa Status: Bahrain Residence Visa

DOM JOSE DENNIS

Sr. Administrative Officer

EDUCATION

University of Kerala, India

1995 to 1998
Bachelor's Degree (BA) in Sociology

Jayamatha Industrial Training Centre, Kerala, India

1999 to 2000
Secretarial Practice (approved by National Council for Vocational Trades)

Institute of Management in Government, Kerala, India

2001
Diploma in Computer Application

WORK EXPERIENCE

Arabtec Constructions LLC (Kingdom of Bahrain) - Sr. Administration Officer

01 February 2017 - To Date
Project: Bahrain International Airport Modernization Program

AE Arma Elektropanc Electromechanical Co. LLC (Dubai) - Sr. Administrative Officer

26 May 2016 - 21 January 2017
Project: Passenger Terminal Building Expansion - Jebel Ali International Airport

Future Metro LLC (Dubai) - Sr. Administrative Officer

12 November 2014 - 05 January 2016
HR/Admin. Manager In-charge

Thermo LLC (Dubai) - Sr. Administrator

14 August 2002 - 31 August 2014
Project: Dubai International Airport Expansion Projects (Various)

St. Joseph's Higher Secondary School (Kerala, India) - Office Manager

05 January 2000 - 20 June 2002

JOB RESPONSIBILITIES

- **Secretarial/Clerical:** Draft business letters, emails, self-correspondence, reports, office memoranda and route/send in a timely manner.
- **Front Office:** Most effectively handle the front office, answering/screening the incoming calls and route them to the proper recipient, distribute/re-direct the mails / posts.
- **Document Control:** Maintain/update proper log for incoming & outgoing documents, filing confidential files and/or contracts. Controlling the shop drawings, design drawings and all technical documents & managing the documentation through easy tracking system. Routing all documents received effectively and with no undue delays.
- **Administrative Functions:**
 - ✓ Allocation of resources as directed by the Construction Managers & Project Manager.
 - ✓ Monitoring staff attendance.
 - ✓ Coordinate with various project teams and ensure daily/weekly/monthly reports are forwarded to the Main Contractor as well as to the Head Office on time.
 - ✓ Coordinate with various HO Departments for issues related to the airport divisional staff/labour.
 - ✓ Coordinate with the Project Pass Coordinator and ensure airside/landside passes for the airport divisional staff/labour are issued/renewed on time.
 - ✓ Ensure proper housekeeping arrangements are in place.
 - ✓ Organize and maintain office supplies & office equipment.
 - ✓ Arrange transportation for the airport project staff, site personnel and for materials to site in coordination with the store keeper & construction team.
 - ✓ Handle petty cash, monitoring/controlling of office expenses, preparation of petty cash report and submit to the top management as directed by the Project Manager.
 - ✓ Other administrative functions as directed by the Project Management Team.
- **HR/Admin. Generic Responsibilities:**
 - ✓ Understanding the requirements thoroughly and successfully recruiting professional and other personnel within the scheduled time frame.
 - ✓ Sourcing suitable candidates through various job portals.
 - ✓ Coordinate with overseas clients for screening, shortlisting of CVs and scheduling interviews. Short listing, co-ordination, scheduling & interviewing candidates to assess skill match.
 - ✓ Conducting telephonic or personal interviews with the candidates and getting preliminary information regarding salaries, availability, notice period, experience, etc...
 - ✓ Submission of short-listed profiles & scheduling interviews of the short-listed candidates with the relevant Technical Head.
 - ✓ Issue Letter of Offer & Employment Contracts to the new employees.
 - ✓ Coordinate with overseas recruitment agencies for scheduling the travel plans.
 - ✓ Coordinate with travel partners and arrange feasible fares for overseas travel of staff.
 - ✓ Handle the joining formalities, orientation and induction of new employees.
 - ✓ Processing employee visa, medical, labour card, Emirates ID, medical insurance, company ID, permits in coordination with the PRO.

- ✓ Monitoring and supervising renewal of labour contract, insurance and other legal registration documents on time in coordination with the PRO.
- ✓ Maintaining personnel file, employees' data base and other documents.
- ✓ Supervision of personnel aspects such as attendance, leave, time card, etc...
- ✓ Resolving employee queries and grievances effectively and on time.
- ✓ Coordinate for the administration of employee performance appraisal system.
- ✓ Conduct exit interviews and complete the procedures for cancellation upon leaving employment.
- ✓ Coordinate with various projects for allocation of operatives to sites.
- ✓ Coordinate with labour camp management for registration of each employee, room allocation and providing the basic amenities.
- ✓ Formulate procedures for systematic retention, protection, retrieval, transfer and disposal of records.
- ✓ Plans office layout, develops office budget and initiates cost reduction programs.
- ✓ Maximizes office productivity through proficient use of appropriate software applications.
- ✓ Reviews clerical and personnel records to ensure completeness, accuracy and timeliness.
- **Additional Responsibilities Performed:**
 - ✓ **Quantity Surveying:** Identify the variation works, preparation of variation notification, preparation of payment applications, etc... Follow-up with the Client / Main Contractor for the payment certification and related payment. Attend commercial meetings with the Client, Main Contractor and the CQS (Cost Consultant). Preparation of final account statement upon completion of project.
 - ✓ **Tendering/Contracts:** Collection and review of tender documents, fill the tender BOQ and ensure timely submission of tender with all required documents. Review and respond to Post Tender Clarifications. Review and ensure that contract documents such as the Letter of Award, Subcontract Agreement, etc... are in line with the submitted tender and the Post Tender Clarifications.

HIGHLIGHTS

- 1st rank holder in the State (Kerala, India) Level Secretarial Practice Examination conducted by the National Council for Vocational Trades, New Delhi, India.
- Strong administration skills.
- Ability to work under pressure and tough deadlines and ability to handle multiple projects at a time.
- Knowledge of commercial & contractual aspects/issues, tendering & quantity surveying.

REFERENCES

Available on requirement