

# Profile Summary

I would like to express my gratitude for your time and consideration for processing my application.

Looking ahead to work in a professional, growth-oriented organization, where in one can make significant contribution to the success of the organization.

Have over all experience in Office Administration, Accounts, HR & Purchaser in India and GCC.

## Skills

Learn from the past experience, Quick learner, Leadership & work independently, Draft detailed and accurate reports....

### GCC - Experience

M/s Al Moussawi International for Electrical Contracting B.S.C (c) – Bahrain - From Feb 2020 to Till Date...

M/s Al Mina Electric Panel Board Factory Co. Saudi Arabia – From Dec-2010 to Dec-2012

### Indian - Experience

M/s Integrated Transports of India – Tamil Nadu - From April 2013 to July 2016

M/s Harmony Wealth Advisory Services India Pvt Ltd - Pondicherry - From April 2007 to October 2010

M/s Sep Securities Pvt Ltd – Pondicherry - From August 2004 to July 2007  
From 2016 to 2020 run an own business of Mobile shop

## Personal Summary

**Name** - Janeev Jenish  
**Father's Name** - A. Rajaian  
**Date of Birth** - 13<sup>th</sup>-May-1981  
**Gender & Status** - Male & Single  
**Languages Known** - Tamil, English, Malayalam, Hindi  
**Passport No & Valid** - T3702735 – Valid up to 14-Nov-2029  
**Permanent Address** - 6/65, Simoncolony, Kodimunai P.O,  
Kalkulam Thaluk, Kanniyakumari District, Tamilnadu  
INDIA - PIN Code – 629251  
**Contact by Mail** - [jeneevsheneej@gmail.com](mailto:jeneevsheneej@gmail.com)  
**Contact by Phone** - Call - 973-32003868, WhatsApp – 91-9445822608

## Educational

Course / Degree	Institute / Board	Year of Pass	Grade
B.B.A	Bharathidasan University – Tamil Nadu	2002	II

## Extra Qualifications

Knowledge of MS office group, Tally ERP, Basic Computer Hardware...

# Experience

## ADMINISTRATIVE CUM ACCOUNTS CO-ORDINATOR

M/s Al Moussawi International for Electrical Contracting B.S.C (c) – Bahrain

From Feb 2020 to till date

### Key Responsibilities

- *Payroll for employees*
- *Prepare manpower details*
- *Collect and screening the applicant's resumes*
- *Issue the offer letter to selected candidates*
- *Issue employment contract agreement letter*
- *Follow -up the VISA process*
- *Make new service agreement letter for employees*
- *Make contract settlement for employees*
- *Follow-up the expiry of VISA, CPR & passport of all Employees*
  
- *Send enquires, for material request from site engineer*
- *Find out the best supplier and issue the P.O (Local & international)*
- *Follow the deliveries*
- *Maintain all records about store stocks and delivered materials*
  
- *Business transactions in Tally*
- *Book keeping for bank transactions*
- *Petty cash expenses of all branches*
- *Receipts and Payments*
- *Make the cheque for payments*
- *Prepare input and output tax*
- *Assist to prepare for tax filing*
- *Follow the Over-dues and advise to make the payments*
- *Receivable & payable confirmation*
- *Maintain delivery notes and invoices*
- *Make the proforma quotations and invoices*

## OFFICE INCHARGE

M/s Integrated Transports of India – India

From April 2013 to July 2016

### Key Responsibilities

- *Reporting to commercial director on all commercial issues*
- *Provide clerical and administrative support to manager*
- *Control the entry and exit of individuals, materials, and vehicles*
- *Co-ordinate and co-operate with head office – material management, procurement department*
- *Making payment to transports and also advice to make payment from clients*
- *Salary preparation for employees based on attendance report*
- *Daily tracking logistic status and preparing detailed trips sheet report*
- *To prepare purchase requisitions for spare parts and consumables to arrange strategic spares availability to cope up with the maintenance requirements*

## **ADMINISTRATIVE CUM HR EXECUTIVE**

**M/s Al-Mina Electric Panel Board Factory Co. - SAUDI ARABIA**

**From Dec- 2010 to Dec – 2012**

### **Key Responsibilities**

- *Working closely with various department, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures*
- *Promote workplace safety*
- *Prepare all necessary arrangement before arrival of new employee (if applicable), i.e., flight, temporary accommodation, airport pick-up, orientation book*
- *Prepare employee file checklist of new joiners for payroll*
- *Monitor daily attendance*
- *Handling payroll calculation and preparing pay slips*

## **HR OFFICER**

**M/s Harmony Wealth Advisory Services India Pvt Ltd. – INDIA**

**From April 2007 to October 2010**

### **Key Responsibilities**

- *Maintains the work structure by updating job requirement and job descriptions for all positions*
- *Collation of references and verification of vetting screening documents as per screening and vetting policy and practice*
- *Maintain CV filing systems and response database*
- *Handling organization interview*
- *Preparation of salary letters, NOC's, offer letters, contracts and any contract amendments*
- *Support payroll and finance team through reconciliation of monthly payroll for direct and indirect staff*

## **ADMIN & HR EXECUTIVE**

**M/s Sept Securities Pvt Ltd. – INDIA - From Aug 2004 to April -2007**

### **Key Responsibilities**

- *Handle all word processing and typing daily reports update*
- *Support for candidate selection*
- *Maintain staffing agreement*
- *Handling payroll calculation of lower staff, preparing pay slips and explaining pay slips to employees when questions*
- *Maintain individual performance*

## **Declaration**

**I hereby decelerate that the particular furnished above is true and correct to the best of my knowledge.**

**Place: Bahrain**

**Date:**

**(R.JANEEV JENISH)**



# INTEGRATED TRANSPORTS OF INDIA

*Fleet Operators, Transport Contractors & Commission Agents*

No. 55, ASV Complex, Chennai - Bangalore Highway,  
Thandalam, Sriperumbudur - 602 105.  
Phone : 2715 6321, Telefax : 2715 6682  
email : itisivachennai@gmail.com

Date: 20.07.2016

## TO WHOM IT MY CONCERN

I hereby certify that the person named **JANEEV JENISH. R.** was employed by our company for the position of **OFFICE INCHARGER** during the period of Apr'2013 to Jul'2016.

He start in our company at the position of an trainee, but with his excellent performance and good abilities, he quickly got officially employed as a full time employer. He demonstrated as a diligent and truthful person. His leadership skills were outstanding and very helpful and highly appraised by our staff. By the time he was leaving, he had been nominated to the position of Assistant Manager.

Anyway, all of us wish is the best in his career path and future and would like to thank him for his excellent contribution.

For

INTEGRATED TRANSPORTS OF INDIA

S.SIVA

(GENERAL MANAGER)





شركة مصنع ألومينا للوحات الكهربائية

شركة مصنع ألومينا للوحات الكهربائية

ALMINA ELECTRIC PANEL BOARD FACTORY CO.

لوحات تحكم

Control Panels

لوحات توزيع للفولتية

Power Distribution  
Panels

لوحات تحويل تلقائية

ATS Panel Board

صناديق كهرباء

بمواصفات عالية

Electrical Cabinet,  
high standards

لوحات توزيع للجهد

AC/DC Panel Board

لوحات تحكم انارة طرق

Street Lighting  
Panel Board

لوحات تحكم المحركات

Motor Control  
Centers

Date: 08.12.2012

**TO WHOMSOEVER IT MY CONCERN**



This is to certify that **R.JANEEV JENISH**, S/o Mr.RAJAIAN, has been working as an H.R OFFICER CUM ADMINISTRATIVE in our organization from the period of Dec'2010 to Dec'2012. According to the best of my knowledge throughout his period we found him to be sincere and hard working.

We wish every success career for future.

Best Regards

For

ALMINA ELECTRIC PANEL BOARD FACTORY CO

  
  
THOQUEER HUSAIN  
(H.R. MANAGER)

رقم العضوية ٢٢٢٠٥٧ - ص ب ١٢٥٦ الرياض ١١٤٣١ - هاتف ٤٤٨٩٣٥١ - فاكس ٤٤٨٥٧٩٢

C.C. No. 223057 - P.O. Box 1256 Riyadh 11431 - Tel. 4762337 - Fax 4783311

Date: 08.11.2012

**TO WHOMSOEVER IT MY CONCERN**

It is our pleasure to write about Mr. JANEV JENISH.R. Son of Mr. RAJAIAN, who has worked with Harmony Wealth Advisory Services India (P) Ltd in the capacity of H.R OFFICER for the period of April 2007 to October 2010.

During the aforementioned tenure of his work here, Mr. JANEV JENISH R. remained involved in his work with determination and sincerity. We found him active and competent in executing all assigned tasks. He is professionally sound, hard-working, and a devoted and motivated employee whose dedication in taking initiative and contribution for the realization of organizational goals and objectives has proven helpful in the advancement of our establishment repeatedly. Moreover his service period, we has been found his sincere, reliable, trustworthy, sociable, pleasant, and has an hospitable personality and can efficiently work in and lead a team.

His decision to terminate his services with us is solely his own and we wish him all the best in his future endeavors.

For

Harmony Wealth Advisory Services India (P) Ltd

  
  
R.SELVAKUMAR  
(GENERAL MANAGER)

inches

Co - 58, First Cross, Rainbow Nagar, Pondicherry - 605 011 Ph: 0413 - 2212662

Co - 137, Eswaran Koil Street, Pondicherry - 605 001 Ph: 0413 - 2224843

UA - 180, Unit II, Ground Floor, 6th Sector, 8th Main, 14th B Cross, Near SBI Road, HSR Layout, Bangalore - 560 102 Ph: 080 - 25725820

Co - 51, STEP Colony, Near Dharga, Mookandapalli, Hosur - 635 128 Ph: 04344 - 274744

# SEPT SECURITIES

No. 137, Eswaran Koil Street, Pondicherry - 605001.

Phone : 0413-4210451 / 2224843. E Mail : sept.securities@gmail.com

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Date: 15.04.2007

## TO WHOMSOEVER IT MY CONCERN

This is to certify that **R.JANEEV JENISH**, S/o Mr.RAJAIAN, has been Worked as an **ADMIN & H.R EXECUTIVE** in our organization from the period of **Aug'2004 to Apr'2007**. According to the best of my knowledge throughout his Period, he participated in performing the work with determination and sincerity. As we observed, he was an active and very qualified person and he could perform all of assigned tasks effectively. Besides, in my opinion, he was a motivated, devoted, professional, hard-working, and innovative person. He contributed much to our organizational goals and targets and his performance was proven to be among the most effective in our organization.

We wish all the best for his future successes.

For

SEPT SECURITIES

  
N.Madhavan

(GENERAL MANAGER)





Centre Code :53

Reg. No. SU9B 154734 :Code No. 08F4E :S.No. 146590

**பாரதிதாசன் பல்கலைக்கழகம்**  
**BHARATHIDASAN UNIVERSITY**

**மேலாண்மையியல் புலம்**  
**FACULTY OF MANAGEMENT**

**பாரதிதாசன் பல்கலைக்கழக ஆட்சிக் குழு ஏப்ரல் 2002**

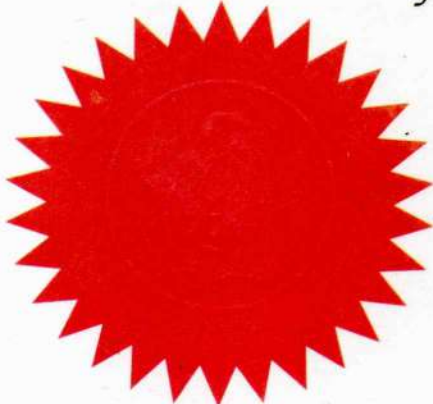
ஆம் ஆண்டு நடத்திய வணிக நிர்வாகவியல் தேர்வில்

**ரா. ஜானிவ் ஜெனிஸ்**

என்பவர் இரண்டாம் வகுப்பில் தேர்ச்சி பெற்றார் என்று தக்க தேர்வாளர்கள் சான்றளித்தபடி வணிக நிர்வாகவியல் இளையர் என்னும் பட்டத்தை அவருக்குப் பல்கலைக்கழக இலச்சினையுடன் வழங்குகிறது.

*The Syndicate of the* **BHARATHIDASAN UNIVERSITY** *hereby makes known that* **R. JANEV JENISH** *has been admitted to the Degree of* **BACHELOR OF BUSINESS ADMINISTRATION**, *having been certified by duly appointed Examiners to be qualified to receive the same in* **BUSINESS ADMINISTRATION** *at the Examination held in* **APRIL 2002** *and placed in* **SECOND Class.**

*Given under the seal of the University.*

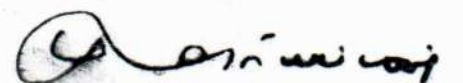


திருச்சிராப்பள்ளி  
Tiruchirappalli

நாள் :

Dated : 10th August 2002

  
பதிவாளர் Registrar



துணைவேந்தர் Vice-Chancellor



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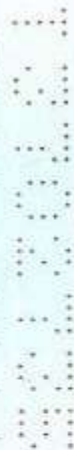
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REMARKS / OBSERVATION

पिता शीर्षक / MISCELLANEOUS SERVICE



पिता / कायदाही अधिकारवाला का नाम / Name of Father / Legal Guardian

**RAJAIAN**



T3702735

माता का नाम / Name of Mother

**DOMINICAL**

पति या पत्नी का नाम / Name of Spouse

पता / Address

**(6/65)6/43,SIMON COLONY**

**KODIMUNAI PO,KANYAKUMARI**

**PIN:629251,TAMIL NADU,INDIA**

पुराने पासपोर्ट का नं. और इसके जारी होने का तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

**J0613669**

**11/05/2010**

**MADURAI**

फाइल नं. / File No.

**MD2072597038119**

