**P. V. SREEJI**

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**HR OFFICER, EXECUTIVE SECRETARY&OFFICE MANAGER PROFILE**

* ***Dynamic HR, Finance & Administration professional possessing over 15 years of international industry experience across Finance, Infrastructure Planning, Facility Management and General Administration functions. Seeking challenging top level position of HR & Administration Superintendent***

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| EDUCATIONAL QUALIFICATIONS |
| ***DEGREE/ DIPLOMA*** | ***FIELD OF SPECIALISATION*** | ***YEAR OF PASSING*** | ***UNIVERSITY / BOARD/ INSTITUTION*** | ***LOCATION*** |
| Post Graduate | M.B.A.(Human Resource Management | (studying) | Shobhit University, India | Meerut (India) |
| DEGREE | B.Com | 2014 | Shobhit University, India | Meerut (India) |
| Higher Secondary | Computer Science | 1994 | Yettacode Higher Secondary School, TN, India | India |

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| EMPLOYMENT HISTORY *(List experience chronologically from recent to old)* |
| Sr. No. | Duration | Company | Work Address | Designation |
| From | To |
| 1. | April’2019 | Present | Downtown Construction Company | Bahrain | Senior HR Officer |
| 1. | April’2018 | March’ 2019 | Kharafi Construction (MAK) | KUWAIT | HR Officer/Executive Secretary |
| 2. | March’ 2003 | March’2018 | Kharafi National Company | KUWAIT | HR Officer/Executive Secretary |
| 3. | 2002 | 2003 | Combined Group | KUWAIT | *Executive Secretary* |
| 4. | 2000 | 2002 | Mohd.& Al-Sahen Foodstuff Co | KUWAIT | International Purchase Manager/ *Executive Secretary* |
| 5. | 1998 | 2000 | Abdullah RadwanTrading& Contracting Co. | KUWAIT | Deputy Catering Manager/ *Executive Secretary* |

**Profile in Brief**

**Skills at a Glance**

* End to End Recruitment
* Strategy Implementation
* Decision Making Skills
* Store Management
* Document Management
* Interpersonal Management
* Team Building & Staff Supervision
* Recruiting/Applicant Tracking
* Performance Analysis
* Payroll Maintenance
* EOS Benefits
* Performance Analysis
* Payroll Maintenance
* EOS Benefits
* A goal driven professional with an acclaimed career record with reputed & leading organizations
* Enterprising, hardworking& technically skilled professional known for accuracy, attention to details & timeliness in managing HR. functions, Financial, Administrative operations & Managerial assignments
* Well versed in shouldering multiple responsibilities across Store Administration, Document Controlling, Infrastructure planning & development, Data Entry, Preparing Reports, Maintaining Quality Standards accepted Internationally, etc.
* Proven soft Skills in building excellent relationships with employees, Customers & Corporate Personnel
* Sound communicator and good team player, with high work ethics, time management & task prioritization skills, coupled with an aptitude to focus on the minute-most details

**Present Work Experience**

**Snr. HR. Officer, Down Town Const. Co. - Bahrain April’2019 – Present**

**Major Deliverables:**

• Carried out all duties pertaining to Organization’s Human Resource activities.

• Worked with other departments to analyze human resource needs.

• Conducted job interviews and completed selection process in line with company’s policies.

• Developed and implemented policies to manage employee’s performance improve working conditions and provide equal treatment to all.

• Initiated disciplinary action against nonperforming and underperforming staff

• Resolved all disciplinary and absenteeism issues and addressed employees’ grievances efficiently.

• Worked with other departments to analyze human resource needs.

• Conducted job interviews and completed selection process in line with company’s policies.

• Developed and implemented policies to manage employee’s performance improve working conditions and provide equal treatment to all.

• Initiated disciplinary action against nonperforming and underperforming staff

• Resolved all disciplinary and absenteeism issues and addressed employees’ grievances efficiently.

**HR. Officer/ Executive Secretary/, Kharafi Construction(MAK). - Kuwait April’2018 – March’2019**

**Major Deliverables:**

* + - * Assisting in coordinating with concerned technical staff to collect details to prepare Daily reports, Weekly reports, Technical test reports.
			* Assisting in coordinating with various departments to establish smooth day-to-day activities, salary in proper time etc.
			* Contributing in mentoring the new joiners, collecting employee feedback and measuring training effectiveness and taking corrective actions like root cause analysis.
* Managing administrative functions like travel, leave and reimbursements, library, database, inventories and cost control etc. to promote smooth & productive working environment.
* Successfully overseeing that quality objectives established by the management are pursued & reviewed in compliance with (ISO-9001:2000) complying with M/s. “BVQI-Bureau Veritas Quality International” certification standards.
* Robust communications and strong interpersonal relationship skills with concerned workforce & other departments for the maintenance of Equipment’s, File Indexing, Labeling, Filing etc. promoting to the efficiency of the projects.
* Accuracy & timeliness in preparation of Monthly Payments for Client MEW, Billing (Ministry of Energy - Electricity and Water), Cost Estimates, Workforce Requirements, Request for Quotation, Project Execution Plan, Invoicing Schedule, Project Fascia, Maintenance Schedule, Internal/External Audit etc.
* Flawlessly performing preparation of quality controller inspection reports and monitoring reports.
* Scheduling and confirming appointments for department personnel & arranging & coordinating meetings as required.
* Overseeing the entire gamut of events processes and whether all relevant documents comply with Company procedures, policies, regulations & standards.
* Pro-actively preparing all the necessary documents required for MP/OM/MD approvals, in order to enable the project run smoothly & enhancing the efficiency of the work, hassle free productive work environment.
* Assisting in coordinating with preparation of tendering documents.

**ExecutiveSecretary/ HR. Officer, Kharafi National Co. - Kuwait March’2003 – March’2018**

**Major Deliverables:**

* + - * Analyzing the requirement of organization & recruiting in line with the organizational needs.
			* Communicating with the potential candidates through Tele Calling, E-mailsand Letters etc.
			* Successfully recruiting staffs & completing the staffing procedures minutely.
			* Overseeing employee benefits, communicating with them & efficiently getting feedbacks that help in the retention of efficient workers.
			* Assisting in coordinating with various departments to establish smooth day-to-day activities, salary in proper time etc.
			* Successfully receiving instructions from the senior level employees & directing the junior staffs accordingly & efficiently implementing orders.
			* Contributing in mentoring the new joiners, collecting employee feedback and measuring training effectiveness and taking corrective actions like root cause analysis.
* Managing administrative functions like travel, leave and reimbursements, library, database, inventories and cost control etc. to promote smooth & productive working environment.
* Facilitating all subordinate secretaries, D.T P. Operators, Timekeepers, Store Keepers and deftly maintaining leave-taking records.
* Successfully overseeing that quality objectives established by the management are pursued & reviewed in compliance with (ISO-9001:2000) complying with M/s. “BVQI-Bureau Veritas Quality International” certification standards.
* Robust communications and strong interpersonal relationship skills with concerned workforce & other departments for the maintenance of Equipment’s, File Indexing, Labeling, Filing etc. promoting to the efficiency of the projects.
* Accuracy & timeliness in preparation of Monthly Payments for Client MEW, Billing (Ministry of Energy - Electricity and Water), Cost Estimates, Workforce Requirements, Request for Quotation, Project Execution Plan, Invoicing Schedule, Project Fascia, Maintenance Schedule, Internal/External Audit etc.
* Flawlessly performing ERP data entry for the following listed modules: HR. Project Super User, Letter of Guarantee KN/ABJ, OTL Kuwait/ABJ user, Project Billing KN/ ABJ user, QA Kuwait User, SSHR Kuwait/Egypt/ABJ User, PO Kuwait User, Project Billing Kuwait user, Subcontract KN Kuwait user, Employee Termination, Benefits, Training & Injury/Illness record tracking, Issuing penalty/warning letters to employees, Job posting, Timesheets & Accommodation Arrangements, Employee performance evaluation & Indemnity calculation.
* Scheduling and confirming appointments for department personnel & arranging & coordinating meetings as required.
* Coordinating the purchase of office supplies, identifying vendors, negotiating and adhering to procedures & payment to them to maintain smooth functioning of daily office works
* Overseeing the entire gamut of events processes and whether all relevant documents comply with Company procedures, policies, regulations & standards.
* Facilitating the authorized manager for preparing & submitting the project execution plan, project fascia, invoicing, invoice scheduling, general expenses (contract requirement payments), IOM, Non-Revolving & revolving imprest funds, Business Trip Applications, Visa Application Forms, Weekly/BI-Weekly reports, Monthly status reports, Request For Quotation etc.
* Pro-actively preparing all the necessary documents required for MP/OM/MD approvals, in order to enable the project run smoothly & enhancing the efficiency of the work, hassle free productive work environment.

**Project Control Coordinator, Kharafi National Co. - Egypt Sep,2006 - Feb,2007**

**Major Deliverables:**

**•** Provides management support for construction of new power plant projects in Egypt. Responsible to work with Cost Managers to develop and set up various project cost reports and a variety of progress, manpower, and commodity reports.

• Assists in data analysis and preparation of reports related to Project Control matters including productivity, forecasts, Minutes and variances in line with Project Control processes and in accordance with company policies and procedures.

• Assists estimates for contract scope change orders to ensure additions and changes are properly included in ongoing monitoring and control;

• Identify cost control issues to project management staff and/or to senior Project Control staff for correction.

• Extract cost and progress data from accounting system and in house progressing database.

• Ensure that all activities perform in a safe manner. Additionally to ensure that that all activities of the project are also conducted in accordance within the established ISO standards and those variances are identified and reported appropriately.

**Executive Secretary, Combined Group Co - Kuwait 2002 – 2003**

**Major Deliverables:**

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* Deftly maintaining communication forms and providing key information to supervisors, peers, subordinates and other Departments.
* Pivotal in initiating, planning, execution, tracking, monitoring, controlling, documenting, maintaining confidential papers and in implementing day-to-day operational processes for increased efficiency.
* Coordinating & maintaining imperative working relationships with other departments and agencies.
* Successfully establishingthat the event management, processing of all relevant documents etc. complies with Company procedures, policies, regulations & standards.
* Culpable for scheduling and confirming the appointments for the personnel of the departments, coordinating with others to receive or submit regular reports and forms in time, distributing & maintaining supplies thatare required for regular administrative works,scheduling dispatches, finalizing delivery routes to improve transit time, introducing innovative systems and ensuring un-interrupted availability of critical stocks and services.
* Arranging and coordinating meetings and conferences as required.

International Purchase Manager, **Mohd. & Al-Sahen Foodstuff Co – Kuwait 2000 – 2002**

**Major Deliverables:**

* Handling an array of activities to provide support international purchase manager (MD) in managing correspondence, banking operations, inventory maintenance and other vital administrative duties.
* Synchronizing activities for amalgamating consignments from international suppliers and tracking confirmed orders, following up shipments to ensure timely delivery.
* Maintaining records of the suppliers and consumers.
* Accurately finalizing Balance Sheets (semi-annual & annual) along with maintaining systematic filing system for suppliers and dealers.
* Overseeing travel and shouldering accommodation arrangement responsibilities for the top-level managers.
* Coordinating the purchase of all necessary items to support the manufacturing schedule on a timely basis to ensure smooth flow of the manufacturing process & also deciding on the quantity to be ordered in the next procurement, negotiating with key suppliers to establish cost control activity of the organization.
* Adroit in maintaining purchasing documents to avoid unfair practices & establish a fair view of the Purchase department.
* Administering inventory levels to maintain operation flow & overseeing that excess materials are not procured which occupy space unnecessarily.
* Maintaining inventory in the best condition & preparing the required items as requested from submitted supply requisitions for dispatch.

Deputy Catering Manager/ Executive Administrator, 1998 - 2000

Abdullah RadwanTrading & Contracting Co.

**Major Deliverables:**

* Efficiently facilitating the General Manager in carrying out accounting activities & shouldering responsibilities for daily cash transactions, preparation of invoices, self-correspondence etc.
* Contributing efficiently in summarizing the letter of credit, drafting applications, telex transfers, general administration & systematic computerized filing system.
* Maintaining stock balance, preparing quotations, admonishing catering camps in order to ensure the quality requirements.
* Cultivating new accounts along with maintaining the existing ones to meet revenue goals of the hotel& formulating & implementing strategic business plans.
* Researching competitor’s products& strategies followed by them & accordingly formulating business plans to outgrow competition.
* Compiling new customers list & following up on them through Tele Calling, Mails & Letters thus cultivating new business opportunities for the organization.
* Striving to achieve set sales goals, employingcost control techniques in procurement of goods, responding efficiently to price changes and administering waste management.
* Responsible for booking reservations and deciding menus according to the client’s choices.
* Efficiently maintaining filing system and records.
* Diligently handling client problems and complaints& coming up with solutions to tackle the same smoothly.
* Actively participating in menu planning, agenda setting and budget planning.
* Recruiting and mentoring staffs to establish accuracy & efficiency in day-to-day operations of the organization.

Assistant manager, Establishment & Accounts 1997 - 1998

Nellai Agricultural Food Products India

Major Deliverables:

* Maintaining successful track records of branch, production of food items, including, suppliers & consumers, filing system for all the suppliers and dealers.
* Handling all banking operations efficiently to promote hassle free working.
* Representing branch office at annual closing of accounts & budgeting at Head office and dealing with the customer, consultants, etc.
* Monitoring and controlling expenses in order to achieve the set organizational plans encompassing expenses.
* Ensuring that timely payments are received from the customers in accordance with the contract conditions and following up with the customer for payments with the aim of maintaining the positive cash flow of the company.

**Educational Credentials& IT Skills**

* S.S.L.C from Yettacode.H.S.School, Tamil Nadu, India
* Higher Secondary from Yettacode.H.S.School, Tamil Nadu, India
* B.Com from Shobit University, India
* M.B.A.(Human Resource Management)-Studying in Shobit University, India

**IT Skills**

* Diploma in Hardware Maintenance
* Diploma in Software Application - MS Dos, MS Windows, MS Office, Programming in Basic, Cobol, Fortran, Dbase III Plus
* Operating System-Windows 98, 2000, 2003 Server, Windows XP & Windows 10
* MS Office Word, Excel, Power Point and Outlook
* E-Mailing tools-MS Outlook, Windows Outlook, Yahoo and Google
* Hardware-Hands on Experience of Computer hardware and networking
* Networking Skills-Linked in, Xing, Plaxo, and twitter. zoominfo.com, jobshout.com
* ERP Training in preparation of Timesheets, Procurement & Employee matters
* Photo Shop, File Maker Pro, Lotus Notes, Reference Manager
* Internet skills

**Trainings Attended:**

* Business Problem Solving: Problem Solving Fundamentals
* Business Problem Solving: The Problem-Solving Process
* Business Writing - The Fundamentals
* Business Writing - Writing Effective Proposals
* Coaching: Applying the Coaching Process
* Coaching: Communicating with Employees
* Correcting Performance Problems: Addressing Performance Problems
* Correcting Performance Problems: Identifying Performance Problems
* Customer Relationship Management: Fundamentals of CRM
* Decision Making and Problem Solving: Decision Making Fundamentals
* Excellence in Service: Creating an Exceptional Service Environment
* Goal Setting: Reaching Individual Goals
* Interviewing Skills: Conducting an Interview
* Interviewing Skills: Preparing for an Interview
* Leadership Development: Goal Setting
* Leadership Development: Motivation
* Microsoft Excel 2003 Fundamentals
* Navigating Oracle Applications 11i
* Negotiating: The Negotiation Process
* Organizational Skills: Time Management
* Project Teams: Building a Project Team
* Quality Management: Business Process Improvement
* Team Participation: Teamwork Fundamentals
* Time Management: Developing a Time Management Plan
* Time Management: Planning Your Day
* Total Quality Management: Implementation and Tools

**Personal Dossier**

* Date of Birth : 20th April 1975
* Status : Married
* Nationality : Indian
* Languages Known : English, Tamil, Malayalam, Hindi &Arabic (speak only)