



CURRICULUM VITAE

AJESHKUMAR R

Administrator/Administrative Assistant.
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Opp. to Habib Bank, Bur Dubai
Dubai - U.A.E

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PERSONAL DETAILS

Nationality:
Indian

Date of Birth:
25/10/1986

Marital Status:
Married

Languages:
English, Hindi, Tamil, &
Malayalam.

Passport No:
T8999560

Date of Expiry:
25/08/2030

Visa status:
Residence visa

Personal Skills

- ✓ Confident.
- ✓ Leadership.
- ✓ Hard working.
- ✓ Creative Thinking.
- ✓ Sincerity.
- ✓ Kindness.
- ✓ Politeness.
- ✓ Sense of responsibility.
- ✓ Flexibility.
- ✓ Desire to progress.
- ✓ Compassion.
- ✓ Practical.
- ✓ Detailed-oriented.

CAREER OBJECTIVE

Experienced Administrator with excellent communication, management and organization knowledge and Bachelor's degree in Computer Application. Interested in the position of Office Administrator, bringing knowledge in database management and office management to handle tactical day-to-day administrative matters.

Summary

Highly organized executive Administrator with 10 years of experience maintaining smooth office operations. Proven record of providing reliable administrative support to upper-level managers, including organizing meetings and conferences, and managing confidential information. Effective communicator who uses interpersonal skills to develop trusting relationships with colleagues and serve as a liaison between managers and clients.

ACADEMIC CREDENTIALS

- **PROFESSIONAL & ACADEMIC**
- **GRADUATION IN BCA** - Bachelor of Computer Application (2012-2015) - (NIMS University, India, Jaipur, Rajasthan).
- **HIGHER SECONDARY EDUCATION**
- **H.S.C**- A.M.M.H.S.S, Edayaranmula-2005, (India, Kerala State Board).
- **S.S.L.C**- M.M.A.H.S High School, Maramon-2002, (Kerala State Board).

WORK EXPERIENCE

- **Organization:** AL WAHA CLINIC LLC, Bur Dubai.



<https://www.fidoc.com/dubai/clinic/al-waha-clinic-bur-dubai>

Designation : Administrator cum Receptionist/Front Officer.

Duration : 01-Nov -2020 to Till.

Duties & Responsibilities:

- Responded to inquiries from callers seeking information.
- Interacted with customers by phone, email, WhatsApp or in-person to provide information.

- ✓ Communication skills (Listening, Verbal & written).
- ✓ Adaptability.
- ✓ Loyalty.
- ✓ Honesty.
- ✓ Punctuality.
- ✓ Relationship builder.

Professional Skills:

- ✓ Working under pressure.
- ✓ Communication.
- ✓ Organization.
- ✓ Time management.
- ✓ Technical.
- ✓ Problem-solving.
- ✓ Customer service.
- ✓ Independence.
- ✓ Planning.
- ✓ Team Work.
- ✓ Multitasking.
- ✓ Attention to detail.
- ✓ Interpersonal.
- ✓ Adaptability.

Computer Skills:

- ✓ Packages- MS Windows, Excel, Word, PowerPoint, Tally.
- ✓ Web Designing and Maintaining.
- ✓ Video Editing.

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Kept reception area clean and neat to give visitors positive first impression.
- Ensuring that the office is well-maintained, organized, and secure.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Kept detailed records of Emergency Medicines and expiry date.
- Supported clinic manager with proactive correspondence management, document coordination and customer relations.
- Provided clerical support to company employees by copying, faxing and filing documents.
- Preparing and updating the clinic policies and procedures.
- Responsible for the scheduling of maintenance/repair for pertinent office equipment.
- Kept all equipment maintenance records such as ECG machine, Defibrillator and suction units etc., and make sure that all inspection were done timely.
- Kept all training and personal documents of employees mainly infection control, fire and safety, BLS and DHA License etc., and update timely.
- keep all contracts and updating timely such as equipment maintenance, pest control, and medical waste removal etc.
- Drafted professional memos, letters and marketing copy to support business objectives and growth.
- Preparing company offer letters to the selected candidates and collecting required documents for visa processing.
- Assisted with coordination and hosting of company events.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Applied advanced administrative and analytical skills in overseeing day-to-day operational activities.
- Kept detailed records of supplies and office equipment use to budget and make orders for new supplies.
- Produced high-quality communications for internal and external use.
- Scheduled conference rooms, and maintained calendars to prepare for meetings and events.
- Outpatients insurance online eligibility checking and filling claim forms.
- Handling medical insurance and the claims.
- Take authorization/approval for outpatients from insurance company if needed.
- New outpatient's registration and appointments through Nabidh EMR.
- Dealing with labs for patient's sample test results.
- Good working knowledge of ICD & CPT codes.
- Filing outpatient's information and case sheet for future reference.
- Company Website designing and proper maintaining.
- Take approval from MOH through online for social media advertisements.
- Coordinate with social media Platforms like Newspaper, Facebook, and Television Channels for business advertisements.
- Perform a variety of clerical duties such as typing, filling, copying & compiling data, maintaining & filing records and reports, and handling paperwork.
- Maintain Petty Cash Register.

- **Organization:** ARABIAN INTERNATIONAL SPECIAL TECHNICAL SERVICE LLC, Abu Dhabi.

STS <https://www.stsoman.com/en>

Designation : Administrative Assistant

Duration : 01-Feb- 2019 to 30-Apr-2020.

Project – EPC3 Upper Zakum Artificial Islands Surface Facilities, Sulphate Reduction Plant ADNOC West Island with Technip & AISTS. AISTS an ISO 9001-2015 certified company which is a unit of Oman STS group, to provide specialist services in construction for Oil, Gas & Petrochemical Sectors.

Duties & Responsibilities:

- Perform a variety of clerical duties such as typing, filling, copying & compiling data, maintaining & filing records and reports, and handling paperwork.
- Answering phone calls and responding emails by professional manner.
- Ensuring that the site office is well-maintained, organized, and secure.
- Executed record filing system to improve document organization and management.
- Scheduled conference rooms, and maintained calendars to prepare for meetings and events.
- Set up conference rooms, technology and materials to facilitate meetings.
- Scheduled site office meetings and client appointments for staff teams, and updating company records.
- Coordinate staff meeting and took minutes during staff meetings.
- Generated reports and types letters in Word and prepared PowerPoint presentations.
- Implementing company & Client policy at office, Camps and, sites.
- Prepare and forward sites employee's timesheet to HR department without any delay.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Received and sorted incoming mail and packages to dispatch or distribute to correct recipient.
- Renewal and update the site employee's personnel records like Visas, Passports, Health Cards, Emirates ID and Third Party Certificate, etc.
- Ensuring that timely process of existing site employees visas and Emirates ID renewals.
- Ensure the site employee's ID badges are Valid such as CICPA Pass, Optima ID, T-Bosiet certificate etc.
- Maintain and update the record of vehicle registration, CICPA, and third party certificates.
- Manage and follow up the mobilization and demobilization for Manpower, vehicle & Equipment from and to the Site.
- Responsible for the scheduling of maintenance/repair for pertinent office equipment
- Maintenance arrangement of breakdown vehicles and equipment's at site, if needed sending outside for maintenance.
- Maintain Petty Cash Register.
- Ensure with camp boss for newly arrived employee Accommodation.
- Prepare necessary arrangements for site employee food, accommodation & other facilities.

- Arrange the HSE Induction for new employees and arrange the training schedule for HSE.
- **Organization: AL JABER ENERGY SERVICES LLC, Abu Dhabi.**



<https://aljaber.com/companies/al-jaber-energy-services/>

Designation : Administrative Assistant.

Duration : 01-Mar- 2015 to 31-Jan-2019.

Project - EPC2 Upper Zakum Artificial Islands Surface Facilities ADNOC Project with Pertofac & Al Jaber Energy Services (AJES). AJES an ISO 9001 certified company wholly-owned subsidiary of Al Jaber Group, providing GCC wide EPC and Multi-Discipline Construction capabilities in Oil & Gas, Petrochemical, Power, Water, Industrial and Infrastructure facilities.

Duties & Responsibilities:

- Scheduled and coordinate staff meetings with clients.
- Scheduled conference rooms, prepared agendas and maintained calendars to prepare for meetings and events.
- Recorded minutes of meeting during the meeting.
- Schedule timely office equipment repairing, and maximum try to avoid delay on progress.
- Received and sorted incoming mail and packages to record, dispatch or distribute to correct recipient.
- Implementing company & Client policy at office, Camps, and sites.
- Maintain and update the record of site employee's leave rotation and field break reports and properly info to HO.
- Take approval from port authority for employees who travelling through boat to Offshore and vice-versa.
- Travel booking from port authority through online for employees who travelling to Offshore and vice-versa.
- Ensure the employee's ID badges are Valid such as CICPA Pass, Optima ID, T-Bosiet certificate etc.
- Renewal and update the site employee's personnel records like Visas, Passports, Health Cards, Emirates ID and Third Party Certificate, etc.
- Ensuring the timely process of existing site employees visas and Emirates ID renewals.
- Maintain and update the record of vehicle registration, CICPA, and third party certificates.
- Manage and follow up the mobilization and demobilization for Manpower, vehicle & Equipment from and to the Site.
- Coordinating with HR department for all HR related requirements.
- Prepare, issue, and send out packaging slips, mail, invoices, LPO, bills, and receipts, etc.
- Prepare and forward sites employee's timesheet to HR department without any delay.
- Manage and follow up the mobilization and demobilization for Manpower, vehicle & Equipment from and to the Site.
- Maintenance arrangement of breakdown vehicles and equipment's at site, if needed sending outside for maintenance.
- Ensure with camp boss for newly arrived employees Accommodation.
- Prepare necessary arrangements for site employee's food, accommodation & other facilities.

- Arrange the HSE Induction for new employees and arrange the training schedule for other HSE Trainings.
- **Organization: SACH ELECTRO-MECH PRIVATE LIMITED. INDIA, Rajasthan (Under CAIRN INDIA LTD.)**

 <http://www.sachgroup.com/>

Designation : Administrative Assistant.

Duration : 01-Jan- 2010 to 31-Jul-2013.

Project - Rajasthan Northern Development Project Cairn Oil & Gas, Vedanta Limited with SACH Electro-Mech Pvt. Ltd. SACH an ISO 9001:2015, OHSAS 18001: 2007, CRISIL: MSE 3* & MNRE: SP 2B certified organization engaged in EPC / Turnkey Electrical Projects with in-house Design & Engineering team for Electrical and Civil from EHV electrical systems (220Kv) to Lv electrical system.

Duties & Responsibilities:

- Handling phone calls and correspondence through emails.
- Received and sorted incoming mail and packages to dispatch or distribute to correct recipient.
- Scheduled staff meetings with clients.
- Creates agendas and takes meeting notes.
- Monitored office calendars to plan meetings, and activities.
- Prepare and forward sites employee's timesheet to HO without any delay.
- Preparing company offer letters to the selected candidates.
- Implementing company & Client policy at office, Camps and, sites.
- Maintain and update the record of site employee's leave rotation and field brake reports and properly inform to HO.
- Preparing new and existing employees documents for Security Gate pass, and make sure that police clearance certificate is valid and genuine.
- Manage and follow up the mobilization and demobilization for Manpower, vehicle & Equipment from and to the Site.
- Maintain Petty Cash Register.
- Responsible for the scheduling of maintenance/repair for pertinent office equipment.
- Maintenance arrangement of breakdown vehicles and equipment's at site.
- Arrangement of Diesel for the site equipment's.
- Ensure the availability of newly arrived employees Food and Accommodation.
- Arrange the HSE Induction for new employees and arrange the training schedule for other HSE Trainings.

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai, U.A.E

AJESHKUMAR R