

CURRICULUM VITAE

Name: MANESH

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Current Location: Riyadh/ **Nationality:** Indian.

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Objective

To work for an organization that gives me the experience of learning and enhancing my innermost skills and abilities. To excel in a position with higher responsibility handled with dedication hard work and loyalty.

Work Experience



From JUNE 2014 till Present

Working as **Executive Assistant/ Admin Support (E&DSD-PMSS-Contract NO:4400001994)** – Riyadh 'Main Headquarter', (**Kingdom of Saudi Arabia**), **Saudi Electricity Company** is a merger of all Saudi electricity companies in the Central, Eastern, Western and Southern Regions providing Generation, Transmission and Distribution of safe and reliable Electric Services to the Customers of the Kingdom of Saudi Arabia.

To know more about the company, please visit website: www.se.com.sa

Major Responsibilities

- Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions.
- Attending meetings and keep minutes.
- Contract Administration, responding directly to the E&DSD-PMSS Contractors in reference with applicable contracts, provisions and company guidelines.
- Assisting in general administrative tasks.
- Organizing large amounts of information into a coherent, meaningful format.
- Daily correspondence and emailing the letters regarding prequalification, specification to the concern head of Departments in East, West, South and Central operating areas.
- Maintaining and refining the electronic files and standard documents using Microsoft Office, and other software's.
- Performing administrative duties assigned by Division Manager & Department Managers like:
 - i. Verifying invoices submitted by the contractors for accuracy before submitting them to accounts for payments.
 - ii. Assigning letter reference to all outgoing letters within the organization and region, Maintaining/updating logbook with track records, also keeping the track of employee's attendance, and reporting to the manager with daily attendance reports.
- Supervising Recruitment, joining, and confirmation formalities & prioritizing a variety of tasks with little supervision.
- Preparing presentations or reports as assigned.



From July 2011 to Jan 2014

Working as an **Executive Secretary/ Admin Assist** for **Invensys (2nd Industrial Area Dammam - Kingdom of Saudi Arabia)**. Invensys Operations Management division is a global industrial automation supplier and trades under brands including, Foxboro, Triconex, a Wonderware. Its Invensys Controls division is a global supplier of control devices and its Invensys Rail division is a major supplier of railway control equipment and software and trades under brands including Dimetronic, Safetran and Westinghouse.

To know more about the company, please visit the website: iom.invensys.com

Major Responsibilities

- Providing administrative support.
- Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attending meetings and keep minutes.
- Receiving and screening phone calls and redirect them when appropriate
- Handling and prioritizing all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Making travel arrangements for executives
- Handling confidential documents ensuring they remain secure.
- Preparing invoices or financial statements and provide assistance in bookkeeping
- Monitoring office supplies and negotiating terms with suppliers to ensure the most cost-effective orders.
- Maintaining electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned
- Organizing and maintains principal s correspondence and records, following up on pending matters.
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings
- Providing Administrative Support to the other concern dept. as well.



From January 2011 to June 2011

As an **HR consultant /Recruiter** for Saudi Engineering Group International, Dammam, **Saudi Arabia**, Saudi Engineering Group International (SEGI) is a multidisciplinary engineering firm, based in Eastern Provinces of *Kingdom of Saudi Arabia*, offering a full multidiscipline engineering design, consultancy, with expertise in Project Management Services, Construction Management Services, CADD Services, Power System Study Consultancy, and Technical Manpower Services.

To know more about the company, please visit our website: www.segi-sa.com

Major Responsibilities

- Work with hiring managers on [recruiting planning meetings](#)
- Develop a pool of qualified candidates in advance of need.
- Maintaining Computerized Data Sheets for record keepings.
- Follow up with the agents for proper functioning in recruitment planes.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
- Efficiently and effectively fill open positions.
- Screening and shortlisting of the candidates for the employers to interview.
- Review applicants to evaluate if they meet the position requirements.
- Writing and forwarding rejection letters.
- Scheduling Interviewing and selecting employees as per the project requirements.
- Preparing and sending offer packages.
- Assist in preparing and sending new employee orientation packages.
- Build networks to find qualified passive candidates.
- Utilize the Internet for recruitment.
- Post positions to appropriate Internet sources
- Aid public relations in establishing a recognizable "employer of choice" reputation for the company, both internally and externally.
- Create contacts within the industry.
- Maintain regular contact with possible future candidates.
- Manage the use of recruiters and headhunters.

From January 2009 to Nov-2010



As an **HR Administrator** for **Mayor Group of Companies, Jalandhar, Punjab, INDIA** (A Govt. of INDIA Recognized Trading House & Largest Exporter of Sports goods in the Country-ISO-9001 Certified)

For more information about the company visit the company website www.mayorworld.org.in
www.mayorworld.com

Major Responsibilities

A) HR-related:

- Formulating, Implementing, Review and Updating Human Resource Policies of the company;
- Conducting and maintaining records of training and development sessions;
- Conducting and maintaining records of committee meetings

- Maintaining Computerized Employees Attendance records.
- Preparing Social Audit documentation.
- Coordinating with Management for Social Audit Documentations.
- Wages and Salary Administration
- Training and Development Program.
- Statutory Compliance and Records.
- Recruitment, Joining, and confirmation formalities.
- Issuance of ID cards to employees
- Disciplinary actions

B) Administrative Function

- Transportation and Security
- Housekeeping, Sanitation & Medical Facilities
- Liaisons with Local Authorities
- Maintaining Cordial and Harmonious Industrial Relations in the Company

C) Insurance related:

- Maintaining the group company's insurance records.
- Liaising with insurance agents for insurance policies.
- Follow-ups for the insurance claims.

D) Other Responsibilities

- Maintenance of company asset Register
- Follow-ups for monthly bills for electricity, telephone and mobiles.
- Follow-up e-mails and dealing with Daily routine correspondence.



MAYOR GROUP

From April 2006 to Dec-2008

As an **EDP Executive** /IT Assistant for Mayor Group of Companies.

IT-related:

- Day-to-day IT operations.
- Hardware & Network Troubleshooting.
- Client Server Backup operations. Monitor backup procedures and perform occasional recoveries to ensure backup integrity.
- Administration and maintenance of the network infrastructure. (LAN and WAN).
- Provide assistance and training to staff on remote access and remote - Troubleshooting
- IT Training to employees. Assist in coaching users in the use of PC based software packages.
- Maintaining an accurate inventory of computer equipment and software.
- Handling Software and Hardware Problems.
- Web Designing: Html & Asp
- Programming Language: C, C#, Java, WmL
- Databases: Oracle & MS Access
- Operating System: MS-DOS, Windows.
- Applications:
 - MS-Word
 - Internet
 - MS- PowerPoint

- MS- Excel
- Adobe Photo Shop.

Educational Qualifications

<u>Serial</u>	<u>Qualification /University</u>	<u>Year of Passing</u>
1	Master of Science in Information Technology (MSc-IT) FROM Punjab Technical University, INDIA	2009
2	Post-Graduation Diploma in Computer Application (P.G.D.C.A) From Guru Nanak Dev University, INDIA	2006
3	Bachelor of Arts (B.A) From Guru Nanak Dev University Punjab, INDIA	2005
4	Higher Secondary (10 + 2) From PSEB, Board, INDIA	2002
5.	MATRIC (10 th) From CBSE, Board, INDIA	2001

Professional Skills

- Quick learner, Motivated and dedicated to getting the job done right
- Team orientation, initiative and analytical skills, Strong communication skills.
- Work well with others at various levels.
- Courteous and professional. Good sense of humor.
- Able to travel as needed.
- Can work with minimum supervision

Personal Details

- Father's Name : Ponnachan. T.D.
- Date of Birth : 9th June 1983
- Nationality : Indian
- Marital Status : Married.
- Languages Known : English, Hindi, Punjabi, & Malayalam
- Permanent Address : Pathanamthitta – Adoor (Kerala)
- Temporary Address : Jalandhar, Punjab State, INDIA
- References : This information will be available on demand.