

CURRICULUM VITAE

JEJU. J

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Career objectives

Continuously improve myself as an innovative professional and add value to the organization through hard work, commitment and creativity. Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.

Key Skills

- Expertise in managing public relation team.
 - Human resource management.
 - Staff Training and supervision.
 - Inventory management and supervision.
 - Monthly payroll management of employees.
 - Expertise computerized process of data gathering and updating.
 - Achieved good managing skills to lead a team.
 - Competent on all Microsoft Office program.
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Experience – Total 13 Years in Administration Function

1. ABV ROCK GROUP Co. LTD, Riyadh – April 2016 to Till now.

Administrative Coordinator in HR Department (Responsible for all the Administrative works)

Job Description

- Coordination between all the Administrators in different sites.
- Preparing memos, letters to Departments.
- New Hires training.
- Arranging of Company Orientation, Safety, Medical etc
- Encoding of employees details in the system.
- Leave application of staff and workmen.
- Issuance of Check List for the exit employees.
- Memo for transfer of employee from one location to another.
- Monitoring and preparing of employees contracts.
- Preparation of evaluation for employees.
- Coordinating and communicating with all the Departments.
- Handling the Work Visit Visa Employees.
- Handling the works related to Iqama, Visa and Medical Insurance card.
- File Handling.

2. LEAVES BATH GALLERY (Branch of CERA – India) – June 2015 to March 2016

Admin Coordinator / Accounts Assistant (Responsible for Coordination and Accounts)

- Preparing memo, letters to Departments.
- Handling of Company Gift items.
- New Hires training.
- Encoding of employees details in the system.
- Invoicing, Billing, Proposals, Purchases and Estimates.
- Cash receivables, due payment reminders, Accounts closing and Cash flow.
- Inventory process of stock intake.

3. NOMADIC DESERT TOURIST CAMP, Muscat – September 2013 to February 2015

Camp Management / Admin Coordinator (Responsible for Administration & Camp Management)

- New Hires encoding and accommodation.
- Arranging of Company Orientation, Safety, Medical etc
- Leave application of staff and workmen.
- Issuance of Check List for check out of tourists.
- Memo for transfer of employee from one location to another.
- Monitoring and preparing of employee and tourist contracts.
- Preparation of evaluation for employees.
- Invoicing and Billing.
- Coordinating and communicating with all the staffs and client.
- Recording of all outgoing and incoming documents.
- Coordination from time to time with relevant departments / clients.
- File handling.

3. AIMFILL INTERNATIONAL (Aviation & Marine College), India – March 2012 to July 2013

Public Relationship Manager (Responsible for supporting Admin function for Senior Management)

- New Hires encoding and accommodation.
- Arranging of Company Orientation, Safety, Medical etc
- Memo for transfer of employee from one location to another.
- Monitoring and preparing of employee contracts.
- Coordinating and communicating with all the staffs and students.
- Encoding and updating data in the system.
- Resourcing of candidates and advertisement for recruitment.
- File Handling.

4. NATIONAL INSTITUTE OF OCEANOGRAPHY, (CSIR Govt. of India) – July 2008 to Feb 2012

Project Assistant (Responsible for Project Creation, Report, Power Point Presentation etc...)

- Participation in estimation and revenue discussion.
- Maintaining and integrating project plans.
- Tracking and reporting overall progress.
- Administering the project budget.
- Performing quality reviews.
- Document control, Data analysis and Data entry.
- Doing Research studies in field works.

Educational qualification

Degree	Institution	University/Board	%	Period
M.C.A	C.M.S College Of Science And Commerce	Bharathiar University , Coimbatore	70	2003-2006
BSc Mathematics	Bishop Moore College	Kerala University	67.3	2000-2003
H.S.E	Higher Sec School, Vallikunnam Alappuzha, Kerala	Board of Higher Secondary Examination, Govt of Kerala	60	1998-2000
SSLC (10)	V.V.H.S, Thamarakulam Alappuzha, Kerala	General Education Department, Govt of Kerala	59	1998

Personal details

Name : Jeju.J
Date of Birth : 24/10/1982
Iqama No : 2414290508
Passport No : N5969585
Place of Issue : Cochin
Expiry : 27-12-2025
Nationality : Indian
Permanent Address : Ampadiyil House, Vetticode P.O, Alappuzha, Kerala, India.
Marital Status : Married
Driving License : Indian Motor Vehicle
Languages Known : English, Hindi and Malayalam

Declaration

I hereby declare you that all the particulars mentioned in this document are true and fair to best of my knowledge and belief.

JEJU J