



Nishanth Lakshmanan

**Project Administrator | Office Administration
| Executive Assistant | Human Resource Management**

nishanthlaksh26@gmail.com

Location Preference: **Middle East Countries**

OMAN NOC AVAILABLE

Contact

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A Confident and highly organized administrative professional with experience in busy office & Site Environments, rapidly assimilating and learning process applicable to in house operations, Meticulous in my approach to data collection & presentation, I setup & maintain records running high quality reports in requested style & format.

Profile Summary

- A competent professional of handling Administrative Tasks, Site environment, Having **7 years of experience as Project Administrator /Site Coordinator, General Administration & HRM in Construction and Oil & Gas Industries.**
- Accurate maintaining files like medicals for employees, Proofs, Visa, HSE records, Data feeding in interlinked online system.
- Well-organized with a record of providing high level **administrative support / Project coordinating** including Creating Daily reports, resource planning, arranging local manpower, Petty Cash, Preparing Invoices & Meetings.
- Monitoring store Dep't and ordering supplies whenever required.
- Well knowledge in Camp Administration, supervising camp boss Catering Employee.
- Proficient in liaising and coordinating with different departments like Human Resource, Logistics, Store & Site Management to ensure harmonious working environment, operational efficiency and facilitate communication.

Education & Credentials

- **MBA (Human Resource Management)** from Alagappa University - 2018 to 2020
- **B.Com. (Corporate Secretaryship)** from Mar Gregorious College, Madras University - 2011 to 2014
- **Higher Secondary** in Raja National Matric Higher Secondary School – Chennai - 2011

Other Courses

- **H2S & SO2 Awareness & Escape Course**, Muscat
- **HSE Orientation** in PDO, Muscat
- **Heart Saver First Aid CPR AED Course** (American Heart Association Card Available), Muscat
- **PDO Safety Operation** Online Training Program
- **Online Environmental Awareness Training** – PDO Oman

Key Impact Areas

Back Office Support

Document Control

Finance/Accounting Skills

Passport Preservation

Transport Arrangement

Employee Relations

Key Skills

General Administration

Site Management

Camp Management

Store Management

Time Management

Personal Details

Date of Birth: 26th October 1993

Languages Known: English, Malayalam, Tamil, Hindi

Present Location : Sultanate of Oman

Permanent Address:

No. 60, Jai Hanuman Nagar, Tirur Post, Sevvapet, Thiruvallur District - 602025, Chennai

Nationality: Indian

Marital Status: Single

Passport No & Valid Till:

N9347118 / 14th April 2026

Visa Status: Work Visa With NOC

Driving License: Four wheeler license (India)

Professional Experience

Najed Al Ahliya LLC, Oman, Muscat as Project Administrator - Oil & Gas

Sep 2016 to Present

RS Lamicote, Chennai as Senior Office Administrator /Secretary – Construction field

Apr'2014 to Jul'16

Najed Al Ahliya LLC - HR Operations / Project Administrator (Present Working)

- Assist & support the operations team e.g. Visa Renewals, Medical Checkup, Survival (HSE) training, Transport arranging, Crew Assignment, Safety Passport & field security passes / database, verify crew movement ,expense-claims, etc.
- Provide General office administrative support, which includes corresponding to email, coordinating meeting, ordering office Supplies, telephone, arranging Accommodation, Transportation.
- Updating & maintaining internal databases like Manpower Details, employee's proof, maintain subcontractor's Documents, PDO medicals and other documents.
- Scheduling Employees time and vacation to stay within operational needs and support.
- Coordinating with local authorities (arranging local hire employees as per project needs).
- Arranging training related to PDO HSE courses & Survival programs for the employees.
- Managing travel arrangements/ Bus bookings as required.
- Arrangement of Gate passes, ID's or Visitors permissions as and when it required.
- Scheduling and setting-up meetings, preparing agendas/meeting minutes.
- Sending attendance tracker for all the employees and assist Payroll Department by providing relevant employee information like: Absences of leaves, sick days, casual leaves, work schedules & LOP.
- Collecting timesheets from time keepers and sending originals, scanned copies to Finance Department for further process.
- Preparing documents like: NAA Resource Report, memos, Monthly Subcontract Accommodation Invoice & weekly reports to (PDO) Client & management and updating HSE Training Matrix.
- Performs general financial administrative duties & assist regional finance team where required, Handling the petty cash for office, logistics expenses and Project materials. Recording each transaction in assigned tool & book.
- Maintaining adequate supply of various HR Forms like Visa Renewal form, leave application, salary certificate request form, bank account opening form, benefit brochures & employee information documents and so on.
- Support HR staff, managers and employees by providing guidance, support and coordination in the consistent procedure & practices of Human resource function.
- Supervising Camp Boss in planning, organizing, maintaining Camp administration process and Keep record for room's allotment.
- Ensure that the housekeeping of the accommodation should be carried out in line with reviewed standards every day and whenever required Carry out regular inspections of the accommodation, common areas, dining area, Ensure with camp boss regarding the waste Management (sewage water, garbage disposals & Workshop waste Material). Has been regularly inspected & maintained.
- Receiving materials, proper stocking, and recording of Material issue receipts & Verification of local purchase order.
- Reporting immediately if an injury is sustained or illness for site employees. Any unsafe act, unsafe condition develops while at work will forward to the safety (HSE) officer or technical coordinator for investigation and corrective action.
- Providing IT Support (Basic Level network, reporting faults, and maintaining logs. Troubleshooting) & liaising with IT team where needed.
- Coordinating with various departments to resolve the issues occurred (Logistics, HR, and Construction & Store Dep't).
- Logged time off request & administered electronic time sheet tracking maintenance for onsite personnel ensuring 100% accuracy.
- Providing additional support to Store & logistics department during their holidays.

Key Result Areas:

- Updating all the details of education & employment history of all selected resources in the Manpower tool.
- Maintained HR records, RS Documents, employee proofs, company assets and personnel transactions.
- Managing calendars & Appointments of General Manager.
- Managing phone calls take messages and communicate information and correspondence e-mail, letters, CV...etc.
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings & team conferences.
- Entered employee's time for payroll; help him/her with any HR questions/concerns.
- Recorded day-to-day transactions into appropriate systems: payables, receivables, petty cash and so on.
- Preparing financial documents such as invoices, Petty cash details and other expenses.
- Developing & understanding of the key areas of project delivery to be able to provide support to all members of the project team.
- Performing facility management functions, Creating and generating Preventive office Maintenance & maintaining the office environment in professional manner
- Obtained signatures for financial documents.
- Planning and organizing functions related to divisional/Department conferences, presentations, events, official get-together and scheduling the meetings as directed.
- Track stocks of office supplies, Construction materials & place orders when necessary.
- Streamlined processes to effectively track, order with vendor, and maintain inventory.
- Monitored inventory of office supplies and facilitated purchase of new stock
- Oversaw maintenance of office equipment and scheduled repairs with suppliers.
- Acts as the first point of contact for visitors and callers.
- Made sure that filing system are accurate, completed soft and hard copies and provided administrative support to Managers.
- Coordinating office activities and operations to secure efficiency and compliance to company policies.

Notable Accomplishments Across The Career

- Employee of the Year 2017 & Employee for the month May 2017 – NAA
- Appreciation Certificate for **Best Stop Card – PDO OMAN**
- Conceptualized & effectuated training & development initiatives related to **HSE courses/programs** for improving Site employee capability and quality enhancement

Technical Skills

- Package: Visio, Microsoft Office, Spread sheet (**Word, Excel, PowerPoint**)
- Email accesses: Out Look & Gmail
- Basic level IT support: **Basic Troubleshooting**, Router Setup, **Share folder**, etc.
- Operating System: Windows, MS DOS, MAC.

References Available on Request

Your's Faith Fully
Nishanth Lakshmanan