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|  | ***Sankaran Photo*** |

**CV of Sankaran K.**

**Executive Secretary / Personal Assistant**

**Management Operations & Office Manager**

**Personal Information:**

Name: Sankaran Kirushnamoorthy  
Address/Resident: Trichy - Tamilnadu, India  
Nationality: Indian  
Phone: +91 4314024595 / +91 8220875199  
Email: [ssssattur@hotmail.com](mailto:ssssattur@hotmail.com)   
Skype Address: sankaran2601

LinkedIn Profile:

<https://www.linkedin.com/in/sankaran-kirushnamoorthy-2104498?trk=nav_responsive_tab_profile>

Marital Status: Married  
Driving License: India  
  
**Profile:**

I have professional & progressive experience in Secretarial & Office / Site Administrative activities served Top Management & Key Personnel and Project Management Teams (PMT) of reputed Multi-National Companies (especially, Oil & Gas, and Engineering & Construction Companies in the Middle East - Qatar, Saudi Arabia, Oman, and UAE).

**Education:**

Graduation: Bachelor of Commerce (B.Com)

University Name: Annamalai University, India

**Languages Known:** Arabic, English, Tamil, Telugu, Malayalam, Hindi

**OTHER SKILLS**:

* Well knowledge in Office/Site Secretarial & Administration.
  + Well known to operate MS Word, MS Excel, PowerPoint, etc.
  + Well known to operate and familiar with Internet, Outlook etc.,

**WORK EXPERIENCE:**

**1. Mangal Home Builders Pvt. Ltd. Management Operations /**

Srirangam - Tiruchirappalli Dist. **Office Manager**

Tamilnadu - India

March 2021 -to- Present

**2. S.S. Engineering & Constructions (P) Ltd**

Tiruchirappalli - Tamilnadu - India -

July 2018 -to- January 2021 **Executive Assistant to the Chairman & MD**

**3. City Pharmacy WLL, Abu Dhabi - UAE**

March 2017 -to- May 2018 **- Executive Assistant to the CEO**

**4. Technip France Abu Dhabi**

**(A Global leader in Oil & Gas Engineering, Technologies**

**and Construction - World’s leading EPIC Company)**

**Abu Dhabi – UAE**

**Served Projects from 2008 to 2016:**

01. Oct. 2010 -to- June, 2016 **- ‘Executive Secretary’ to the KCROP (KJO) Client’s Senior Management & Project Management Team (PMT)** Khafji Crude Related Offshore Projects (KCROP)

Project Client Office, KSA

02. May 2009 -to- Sept. 2010 **- Project Management's Secretary**

Inter Refinery Pipeline Project-II (IRP-II) Client: M/s. Abu Dhabi Oil Refining Company (TAKREER),

Project Home Office - Abu Dhabi

03. April 2008 -to- 30, April 2009 **- Project Management's Secretary**

Ras Laffan Common Cooling Seawater System Phase II for Recirculation Consumers & IPP3

Project Home Office - Abu Dhabi

**5.** **M/s. Archirodon Construction (Overseas) Co. S.A.**

Ras Laffan, Doha - State of Qatar

December 2006 to January 2008 **-** **Executive Secretary to**

**Finance & Admin. Manager &**

**Project Manager**

**6.** **Al Ansari Trading Enterprise LLC**

Ghala, Muscat, Sultanate of Oman

January to December 2006 **-** **Executive Secretary to**

**to Joint Managing Director**

**7.** **Systems of Strategic Business Solutions (SSBS)**

(A Division of Al-Othman Group)

Al-Khobar, K.S.A.

July 2002 to December 2006 **-** **Executive Secretary to**

**Vice Chairman & C.E.O**

**8.** **IMAD Company for Trading &**

**Contracting**

Al-Khobar, K.S.A.

March 1999 to May 2002 **-** **Executive Secretary to**

**President & General Manager**

**and Engg. & Tech’l. Mgr.**

**9.** **Daewoo Arabia Limited**

(A Division of Daewoo Corporation)

Riyadh, K.S.A.

February 1996 to March 1999 **-** **Project Secretary** **to**

**Project Director &**

**Project Control Manager**

**1. Basic Function:**

* I can perform professional “Secretarial” duties including scheduling of appointments, preparation of external / internal correspondence, attending to telephone calls, visitor screening, travel arrangements, coordination of meetings and receptions including hotel reservations and visas for the Management / Key Personnel and their family members if required.
* I ensure smooth operation of day-to-day activities that includes administration, office automation etc.
* I ensure timely availability of all reports to the Senior Management. Preparation of minutes of various meetings.
* I have excellent knowledge of Computers, MS Office, Outlook, Internet etc.
* I have excellent interpersonal written & oral communications.
* Upkeep, handle and update administrative and office files in a professional way.
* Maintain effective liaison between Top Management / Key Personnel, Internal departments and other offices with the highest levels of professional maturity.
* Initiate follow-up actions on pending subjects and perform other duties as assigned in systematic & methodical approach to tasks.
* Well known to prepare Pre-qualification documents, Bid Proposals, Technical & Commercial Proposals for submitting to the Saudi ARAMCO for their evaluation to the new projects according to the Saudi ARAMCO’s Instructions to the Bidders.
* Preparing Two-weeks Look Ahead Schedule for Saudi ARAMCO’s Weekly Progress Meeting as per the Scheduling Engineer’s advise & report.
* Preparing Minutes of Meeting for the Weekly Progress Meeting which is held at the end of every week (between Saudi ARAMCO and Contractor) as per the Saudi ARAMCO Project Engineer’s Notes & Minutes to be submitted to Saudi ARAMCO for their review and approval.
* Preparing Daily Project Activities, Daily Manpower Report, Following day’s Work Schedule those to be submitted to the Saudi ARAMCO Project Engineer & Site Superintendents (SAPMT).
* Coordinate with Project Support Unit in assisting to prepare necessary correspondence, formats, schedules and activity reports etc., as per their requirements.
* Undertaking the Granite Company’s daily accounts and regular activities. Posting vouchers in the proper accounts, preparing and maintaining Daily Scroll Book. Handling the daily expenditures.
* Preparing Weekly & Monthly Reports for Managing Director’s approval.

**References:**

**Mr. Rakesh Metha**

Project Engineering Manager – NPCC, Abu Dhabi

Mob: 00971 507802883

**Mr. Viken Derderian**

Senior Project Manager – Technip, Abu Dhabi

Mob: 00971 506684950

**Mr. Hugh McEwan**

Project Management Team Leader - Penspen, KJO/KCROP Projects, Khafji, KSA

Mob: 00966 550503875