

Girish Chawla
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PERSONAL DETAILS

Nationality : Indian
Date of Birth : 24th Oct, 1974.
Marital Status : Married.
Visa Status : Employment Visa.

QUALIFICATION

S.S.C. (Chennai), INDIA.

CAREER OBJECTIVE.

To make a sound position & work enthusiastically in the team to achieve goals of the organisation with devotion & hard work. To utilize my experience & abilities to be an asset to the organization

EXPERIENCE

Presently working with Safe Wheels Transport llc (School Buses).

PRO AND HR Assistant

- As PRO assistant handling PRO duties such as the matters related to visas and passports
- Performing Assistant HR duties such as attendance of employees, benefits and overtime.
- Coordination with school staff by monitoring and providing efficient bus services to schools under company management.

Access All Areas LLC-DUBAI

Events Production / Flooring Crew Supervisor & PRO. (11 Years) Sep 04 – Nov 15

- My job responsibilities were managing the Events such as
Leading Event Management Teams as per requirements of the client.
Supporting and Coordinating with the sound and lighting division for installation and also dismantling the show after the completion of event.

Few companies where I have experience for event set up are MMI, Jump Media, 20/20 production, Ferrari world (Red show) etc.

- In flooring same as Event set up my job also includes:

To attend meetings with clients, understand the temporary floor planning like distance, area of operation etc. And accordingly approach, the type of flooring is suitable as per customer requirement.

Did flooring set up for Jumeirah Beach Hotel, Flash Entertainment, MediaLand FZ LLC, Julie & Romeo Weddings, Wicked tent, seven star events etc companies in UAE.

Ensuring Exceptional Customer Service

- Work experience with AAA also includes PRO profile. Brief Job Description:

Renewal of Licenses

Fresh visa application

Taking care of medical and Emirates id of new recruit

Keeping track of Resident Permit and Passport Renewal of employees

Representing the company in Ministries, Municipalities and other significant Departments.

- Worked as Sales Executive for LeMark Adhesive Tapes in distribution division

ETA ASCON GROUP -DUBAI

Sep 00-Aug 04

- Four years work experience in ETA Ascon Group as Customer co-ordinator in Transport division by meeting and greeting VIP customer in courteous manner, arriving and departing at the point requested.
- Holding, since 1993, Driving License Light Motor Vehicles No.3:

Saloon cars, Mini bus and Small trucks.

AL ZAYANI GROUP-BAHRAIN.

Mar 99-Aug 00

- One & Half year experience in Al Zayani Group in Bahrain as Office assistant handling day to day admin duties i.e., petty cash and general admin duties along with working as sales staff as and when required.

KUMAR ELECTRICALS-INDIA.

Feb 98-Jan 99

- One year experience in Kumar Electricals in Madras as a Sales Executive dealing with Modular switches of Lataski Brand.

SCRAPCO COMPANY-BAHRAIN.

Aug 92- Nov97

- Five years experience in Scrapco company in Bahrain as incharge of handling day to day admin routines i.e. petty cash, liaison with shipping agency, booking of containers, timekeeping of labourers and general admin duties.

CAREER SUMMARY

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|-------------------------------------|------------------|
| • Safe Wheels Transport llc | Jun 16- |
| • Access All Areas | Sep 04 – Nov 15 |
| • ETA Ascon Group | Sep 00 - Aug 04 |
| • Al Zayani Group(Bahrain) | Mar 99 - Aug 00 |
| • Kumar Electricals Pvt Ltd (India) | Feb 98 - Mar 99 |
| • Scrapco (Bahrain) | Aug 92 - Nov 97. |

STRENGTHS

Hardworking and dedicated and willing to adapt to meet competition and deadlines.

LANGUAGES

English, Hindi, Sindhi and Tamil.

REFERENCES

Can be furnished on request