



Name: A. K. Venkatanarayanan

Date of Birth: 12.02.1964

Qualification: B.Com.
Typewriting Higher Grade Exam with First Class from Kerala Government Technical Board Examination.
Well versed in shorthand & computer operations (MS Windows)

Marital Status: Married with two children

Permanent Address: Padma Nivas
Ayakkad Village & P.O.
Palakkad Dist.
Kerala – 678 683, India

Experience: 36 years of work experience – 11 years in India and 25 years in Oman

Details of Work Experience:

1. Since February 2018 working as Senior Executive Assistant to Director with a leading marble manufacturing company viz. Classic Marble Co. Pvt. Ltd. in Silvassa, U.T of India and reporting to Director.

Duties & Responsibilities

My day to day duty involves routine correspondence with internal and export customers, handling departmental e-mails, attending to phone calls, visitors, export customers' enquiry and forwarding quotes, travel and meeting arrangements, co-ordination and follow up with sales team, etc.

2. November 10, 1991 until March, 2017 (over 25+ years) worked with M/s. Bahwan Engineering Co. LLC, Muscat, Sultanate of Oman as Sr. Executive Secretary in the Civil Engineering Department reporting to General Manager-Corporate (Divisional Head).

Duties & Responsibilities:

My day-to-day duties involve correspondence with various Clients/Consultants/Sub-contractors/Vendors/Principals concerning pre-qualification/tenders/ongoing projects, handling & effective distribution of various departmental e-mails to the concerned & other general mails, attending phone calls & customer handling, preparation of import purchase orders, travel & meeting arrangements, co-ordination and follow up with all site in charge to obtain periodical reports, coordination with other divisional personnel, self-correspondence, HR/Administrative support, vehicle movement coordination, maintaining confidential reports, filing, etc.

3. October 1987 to October 1991 (4 Years)

Worked with a reputed advertising agency viz. daCunha Associates Pvt. Ltd., Mumbai, India as Secretary-cum-Client Service Representative reporting to Chief Executive.

Duties & Responsibilities:

Duties involved day-to-day correspondence, co-ordination with clients, TV & media publications, travel agencies, other departmental personalities, proof checking prior to regional ad releases, etc.

4. March 1985 to September 1987 (2-1/2 Years)

Worked with Hindustan Dorr-Oliver Ltd., Mumbai, India as Secretary in the Finance/Commercial Department reporting to Department Head (GM-Finance & Accounts).

Duties & Responsibilities:

Work involved day-to-day correspondence with Bankers for bank guarantee related matters, correspondence with insurance companies to take out insurance covers for various projects & lodging of claims, correspondence with Reserve Bank of India to avail blanket permit for overseas projects/obtain foreign exchange for overseas visits of personnel, etc.

5. January 1982 to February 1985 (3 Years)

Worked with Projects Development Organisation (Div. of Shaoorji & Pallonji Construction Co. Pvt. Ltd., Mumbai, India as Secretary reporting to Financial Controller.

Duties & Responsibilities:

Work involved day-to-day correspondence with clients/consultants, banks, project sites, filing, outstation travel for submission of tenders/attending bid opening, outstation travel to ongoing project sites/clients' headquarters for bill collection, etc.

Skills:

- Well versed in shorthand & computer operations (MS Windows)
- Good communication, customer service and relationship-building skills.
- Team working skills.
- Attention to detail.
- Assertiveness & Management skills.
- Tact, discretion, diplomacy and flexibility

Personal Declaration: Possess good physique, energetic, hardworking and pleasing personality.

Languages Known: English, Hindi, Malayalam, Tamil and Arabic.

Passport Details:

Passport No. : P6292191
Place & Date of Issue: Muscat, issued on 17th November 2016
Date of Expiry: 16th November 2026

Driving License: Holding valid Indian & Omani LV driving license.

Contact Details:

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E-mail: venkatanarayanan.ak@gmail.com; venkatanarayanan_ak@yahoo.com

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