



JOSE PRAVEEN

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JOB OBJECTIVE

A Dynamic professional, seeking assignments in Office Administration/Logistics Administration & HR Operations with a leading organization of high repute

HIGHLIGHTS

A result oriented & performance driven professional with 10 years of rich experience in:

Office Administration
Contracts Documentation
Tendering

Logistics Operations
Collections Management
People Management

Store Keeping
Manpower Planning
Time Management

PROFILE SUMMARY

Since April 2018 – July 2020 with J.K Bauen Building Contracting LLC as Senior Logistics Administrator



Self-motivated as Logistics Administrator offering a strong work ethic and determination to complete tasks in a timely manner. Successful at managing inventory control customer service and transportation logistics. Excellent problem solving and interpersonal skills. Focused on developing and implementing process controls and quality improvement initiatives that reduce costs and increase company revenue.

CORE COMPETENCIES – LOGISTICS & STORE

- Prepare documents for shipment (Barge)
- E-mail suppliers' carriers and customers with shipping updates.
- Managed shipment schedules to maximize productivity and cut costs.
- Monitored the workshop work flow and assigned tasks for employees.
- Communicated with dispatchers' warehouses and customers regarding incoming/outgoing orders.
- Prioritize order security accuracy and on-time pickup and delivery.
- Determined the most cost-effective procedures and routes for shipments.
- Translated business needs and priorities into actionable logistics strategies.
- Gathered logged and monitored all shipping data.
- Minimized damage and repair costs through careful management and preventative maintenance.
- Supervise warehouse operations and oversee employees.
- Contact vendors and responsible for returning damaged goods to vendors.
- Responsible for receiving all shipments of products and store them in organized manner.
- Provide employee training and feedback, making schedules and oversee maintenance and up keeping of the store.
- Track inventory of products on shelves and storage unit.

- Maintain records of products being shipped and received.
- Track lost or mis delivered packages.
- Order and receive supplies, contact vendor to discuss discrepancies against purchase orders.

Nov 2016 – Dec 2017 with Manappuram Foundation, Kerala, India as Senior Administration Officer



Key Result Areas:

- Planning and Co-ordinating Administrative procedures and systems.
- Training Personnel, Allocate responsibilities & Office space.
- Assessing staff performance and provide coaching & guidance to ensure maximum efficiency.
- Manage schedules & deadlines.
- Maintains administrative staff by recruiting, selecting & orienting employees.
- Monitor Inventory of office supplies and the purchasing of new materials with prior approvals from concerned departments.
- Monitor Costs & Expenses to assist in budget preparation.
- Organize & supervise other office activities such as renovations, recycling & event planning.
- Establishing policies procedures and work schedules.
- Purchase printed materials and forms by obtaining requirements, negotiating price, quality & delivery and approving invoices.
- Contributes to team effort by accomplishing related results as needed.
- Completes special projects by organizing and coordinating information's and requirements.
- Submitting invoices and making payment within stipulated time of contract.
- Planning & arranging meeting schedules and later monitoring results.

Since Nov 2011-Dec 2015 with Qatar Express Transport Company, Doha, Qatar as Administration Officer



- Associated with **Qatar Express Transport Company (QETCO), a wing of Ibin Ajayan Trading Group Doha, Salwa Road as Senior Administration Officer.**
- Skilled in overseeing wide spectrum of administrative & facility tasks including supervision of transportation, staff accommodations, security, resource planning & utilization matters, etc.
- Adept in managing workforce, maintaining peaceful & amicable work environment in the organisation and initiating measures for the benefit of people in the organisation.
- Proficient in scheduling exit interviews with Managers & following up through feedback using internet recruiting tools of various job boards and sites to source right professionals.
- Expertise in handling activities like Recruitment & Selection, Documentation, Purchase Management, Invoicing, etc.
- An effective communicator with strong planning, leadership, planning, coordination and problem-solving skills.

CORE COMPETENCIES

- Ensuring smooth operations at all times & maintaining proper decorum / discipline by implementing the modifying policies and ascertaining administration of SOPs (Standard Operating Procedures)
- Planning human resource requirements in consultation with different functional & operational areas and assisting all departments in designing key result areas for management and staff.

- Executing entire gamut of task in recruitment encompassing sourcing, screening, short-listing, selection and appointment, exit interviews, etc.
- Looking after all payroll related activities and attaining approvals on consolidating salary advice
- Inspecting areas to observe & evaluate condition, operability of facilities, structures and assuring general upkeep & maintenance of premises
- Overseeing various facility management functions like transportations, accommodations, providing of office stationeries, PC, Laptop, Intercom, etc to employees.
- Creating & sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst the team members.

Key Result Areas:

- Looking after complete multi-size fleet of more than 1500 vehicles for major companies like Qatar Petroleum QP (Oil & Gas) Qatar Fertilizer Company (QAFCO) and several ministries of the region.
- Preparing project schedule in coordination with General Manager.
- Ensuring timely & routine maintenance of company's all vehicles.
- Preparation of monthly timesheets for employees with strict verification of OT sheets submitted by supervisors.
- Processing Leave applications, Resignations, Duty Resumptions, Duty Commencements & Passport Renewals of employees.
- Preparation of Purchase Requisitions & Request for Payments for the approvals from Department head, Finance Manager & Managing Director.
- Handling of monthly petty cash to meet immediate requirements.
- Accountable for upgrading various transportation & resource schedules as per the contract obligations and advising the same to supervisors for implementation.
- Supervising & monitoring various Drivers and Supervisors regarding tasks / duties.
- Submitting invoices and making payment within stipulated time of contract.
- Responsible for providing office stationeries like PC, Laptop, Intercom, Fax, Sim, Visiting Cards and other necessary facilities like general maintenance & camp inspections & staff transportation to employees.
- Developing, preparing and managing tenders for business operations.
- Overseeing tender bond relating matters and placing vehicles order in coordination with Finance Department.
- Performing purchasing activities relating to villas & flats for bachelors staff, stationeries, pantry items, vending machines, ingredients, hygienic products, etc.

Highlights:

- Furnished valuable support to the GM regarding preventive measures about maintaining a disciplined employee structure for those employees working offsite.
- Undertook frequent weekly visits to labour camps with no pre-plans to ensure about their problems and to make sure about camp's discipline which are monitored by camp bosses.
- Ensured quick inspection of vehicles to monitor the kilometre readings to ensure that vehicles are not being misused by the employees.
- Suggested and implemented ideas regarding employee shortages which were covered up by paying money to existing employees as allowances & O.T.
- Actively engaged in attending major employee related meetings with the clients on behalf of GM.

Jan 2008-Feb 2011 with Simplex Infrastructures, Dubai, UAE as Administration Executive



Key Result Areas:

- Carried out various activities such as visa processing, RP renewals, resumption of duty, etc.
- Monitored duty of Office Boy's and Security Staff.
- Accountable for provide access cards to employees and overseeing building cleaners and access doors relating issues.
- Involved in sourcing of various candidate's profile from different portals & internet and recruiting / staffing people as per the management requirements.
- Managed full & final settlements, exit process, leave allotments and other benefits related matters.
- Handling Compensation & benefits related issues and organized exit interviews for candidates.

Highlight:

Coordinated with various consultant companies for executing project related activities

EDUCATION

- B.Com. from Fatima Mata National College, Kollam, Kerala University



Other Courses:

- Diploma in Computer Applications from TULEC (Division of Tata Infotech), Kerala during 1999-2000
- AutoCAD 2008 from a Private Computer Centre, Ajman

I.T SKILLS

- Tools : Excellent in MS Office (Word, Excel & PowerPoint)
- Platforms : MS DOS, Windows – All Versions
- Multimedia Tools: Adobe Photoshop CS6, Windows Movie Maker & AutoCAD

PERSONAL DETAILS

Date of Birth : 5th March 1981
Nationality : Indian
Passport Number : N1226661
Religion : Christian; Latin Catholic
Current Address : Dubai, UAE
Permanent Address : Kochukayavil, Mayyanad-P. O, Kollam-District, Kerala-691303
Languages Known : English, Hindi, Tamil and Malayalam
Location Preference : Dubai, UAE