

# CURRICULUM VITAE

## ARUN.S.S

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### PROFESSIONAL SUMMARY

Highly efficient and diligent administrative office professional experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

### SKILLS

- Excellent written and verbal communications skills, including dealing with customer complaints and giving formal presentations to executives.
- Experience planning, coordinating, and facilitating physical meetings and remote video conferences.
- Extremely organized and attentive to detail.
- Comfortable performing a variety of roles, including payroll support, front desk reception, personal assistant, and organizational point of contact.
- Proven record of results when working as a supervisor for a team of staff members, resulting in better productivity and improved morale.
- Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
- Exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.
- Highly capable oral and written communicator when discussing issues with staff members or delivering correspondence to individuals in writing.

### PERSONEL INFORMATION

Date of birth : 14-12-1991  
Nationality : Indian  
Religion : Hindu  
Marital status : Unmarried

## EDUCATIONAL & PROFESSIONAL QUALIFICATION

BACHELOR OF SCIENCE IN MATHEMATICS	-	ANNAMALAI UNIVERSITY, THAMILNADU
DIPLOMA IN HOTEL OPERATION	-	BHARARTHIYAR UNIVERSITY, THAMILNADU
PLUS TWO IN SCIENCE	-	STATE BOARD KERALA
S.S.L.C	-	KERALA UNIVERSITY
D.C.A (Diploma in Computer Application)	-	National Development promoted by Govt.of India
NEBOSH IGC 1& 2 (Await Result)		
NEBOSH IGC 3	-	International health & safety practical application
OSHAD	-	ABU DHABI OCCUPATIONAL SAFETY & HEALTH
IOSH Managing Safety	-	Institution of Occupational Safety and health
HABC	-	Level 2 Award in Emergency First Aid in Work-UK
HABC	-	Level 2 Award in health & safety in the work place

## COMPUTER KNOWLEDGE

- Computer Organization and operating systems & System Analysis and Design
- PC Software tools (MS Word, MS Excel & PowerPoint) and Open office)
- Designing & publishing using PageMaker Photoshop & Coral draw and Web Technology using Photoshop & HTML
- Programing in C and windows programing using visual basic
- DTP

## LANGUAGES KNOWN

1. ENGLISH
2. MALAYALAM
3. TAMIL
4. HINDI

## PASSPORT DETAILS

Passport No : M9529801  
Date of Issue : 07/06/2016  
Date of Expiry : 06/06/2026

## DRIVING LICENCE DETAILS

License No : 2494143  
Date of issue : 04-10-2018  
Date of expiry : 03-10-2020  
Place Of issue : Abu Dhabi  
Class of vehicles : Heavy Tractor

## PROFESSIONAL EXPERIENCE

HSE Administrator at AL Jaber Heavy Lift Muffafha, Abu Dhabi– 07 November -2017 till to Date

## JOB RESPONSIBILITIES INCLUDE

- Demonstrable ability to work on smaller multiple projects and complete high quality work against strict and conflicting deadlines
- Good working knowledge of Office software (Word, Excel, PowerPoint, etc..) and a good level of computer literacy
- Highly organized, able to plan and manage conflicting priorities
- Computer literate (basic knowledge of MS Windows Excel, Word and internet systems)
- Good working knowledge of SharePoint
- Ability to work well under pressure and deliver quality results on time
- Good interpersonal skills and ability to communicate effectively with various management levels
- Strong organizational skills, including an ability to prioritize activities and work with limited supervision
- Excellent organizational skills, accuracy and attention to detail
- Issues, receives, types and processes various types of applications and forms
- Assists with the processing of various correspondence and notifications
- Operates a variety of office equipment, such as a multi-line telephone system, facsimile, and computer
- Performs filing and recordkeeping Data Entry into system
- Assists with administrative support including wage verifications
- Review applications and source for recruiter
- Prepare the daily tool box talk and update
- Issue and purchased all type of personnel protective equipment's for employees and maintain and update the record.
- Prepare the observation and other safety related documents.
- Conduct the HSE & quality meetings

## REFERENCE

1. Mr.Biby K K , HSE Manager at AL JABER HEAVY LIFT , Abu Dhabi

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## DECLARATION

I hear by state that all the above mentioned is true and can produce documents upon request.

**ARUN.S.S**

**ABUDHABI**