

## JUSTINE FRANCIS KUTTIKAT

MOBILE: 050 2010655

DUBAI, UAE

MAIL: [justinefrancis55@gmail.com](mailto:justinefrancis55@gmail.com)



**Summary and Objective:** An upbeat management professional with an **MBA having 26+ years of experience** in Human Capital Management, Administration, proven, result-oriented with excellent deliverables, Positive attitude, and flexible to adapt to change management.

Seeking a challenging assignment of leading the team involving medium/large scale operations in the field of Administration, Human Capital, Sourcing, Supply Chain, Logistics and Transportation Management, where I can contribute my skills and expertise in achieving the common goals of the organisation in line with company's vision and benefit mutually.

**Skills & Competence – General:** Leadership, Organized, Highly motivated, Interpersonal, Strong Negotiator, Innovative, Good decision-maker, Multicultural environment, Mentor, Good communication skills

**Skills & Competence & Expertise – Professional:** Administration & HR (Head Hunting, Recruitment, Reference check, Appraisal), Document Control Management, Sourcing/Procurement, Inventory control, International Trade Compliances, L/Cs and Documentation, Vendor development, Liaising with Governmental and other Statute organizations, Techno-commercial operations, Tender and Documentation, General Admin/Commercial/Legal, Resource Planning and Optimization.

### EDUCATION:

**MASTER IN BUSINESS ADMINISTRATION (MBA) – Specialization in Human Resources and Marketing.**

Loyola Institute of Business Administration (LIBA), Chennai, India.

**Bachelor in Arts (Economics) – Loyola College, Chennai, India.**

**Diploma in Computer Applications, Cameo Software, Chennai, India.**

**Certificate Course on International Trade, Indian Institute of Materials Management (IIMM), Chennai, India.**



EMERGING TECHNOLOGIES CO. LLC, DUBAI, UAE

FEB 2014 – JAN 2020

**SENIOR OFFICE ADMINISTRATOR - Reporting to Branches Operating Officer**

### KEY RESPONSIBILITIES:

- ❖ Instrumental in setting up the offices. Responsible for all administrative processes concerning the Dubai Branch Office, as well as providing general secretarial support to enable smooth and effective running of the office.
- ❖ Following standardized company procedures relating to all aspects of Office performance. Liaise with all Government offices like DED, DEWA, TRA, MOHRE, DHA, MOH, SIRA, SED & SEWA from time to time as and when required. Organize all visa processing activities, Medical, EID, and Labour card for new staff in line with PRO agent. Organize Trade License procedures with DED, Office Leasing procedures & renewals.
- ❖ Welcoming new joiners, update new joiner's data. Assigning laptop, SIM card allocation, email activation. Assist new joiners about the opening of the Bank account. Maintain discipline in office, attendance monitoring, leave monitoring, duty resuming, annual leave schedule, warning letters, resignation/termination, staff clearance procedures, and passport handling. Asset management of Dubai branch office

- ❖ Reference/background verification check for selected candidates. Updating databases with confidential and relevant information. Ensuring that all information and documentation is compliant with guidelines as levied by the company.
- ❖ Processing of payroll every month. Petty Cash handling. DEWA bills and vendor's payment. Negotiating with vendors/suppliers for office requirements. Maintaining suitable and sufficient office stationery levels. Submission of invoices to Etisalat, MOH, DFM, and other Healthcare clients and follow-up/collection of payments. Collection of mails from the post office. Coordinating with Accounts for Salary advance and monthly expenses claims for staff. Handling payments of incentives/bonds for the Farming and Hunting team.
- ❖ Organized the set-up of all Office meetings. Birthday greetings emails monthly. Coordinating and communicating activities for the Office, including all internal and external employee events.
- ❖ Supported the Branches Operations Officer and Senior Leadership of the business by providing administrative support for their roles, as well as working with the management team on ad hoc tasks as required.

**ACCOMPLISHMENTS:**

- ❖ Successfully implemented Plastic Free Office 2019.
- ❖ Implemented a paperless office scheme – Scanning & storing data on the cloud.
- ❖ Negotiated with vendors - reduced cost on office consumables like Toner, Office stationery, etc.
- ❖ Negotiated with landlord / real estate on office rentals and made savings on operational costs.



**VOGUE MEDIA LLC, DUBAI, UAE**

**AUGUST 2012 – JAN 2014**

**BUSINESS DEVELOPMENT EXECUTIVE - Reporting to Company Owner**

**KEY RESPONSIBILITIES:**

- ❖ Develop a new business plan – target potential clients, making presentations to reach these clients.
- ❖ Identify new prospects, initiating contacts, and follow up.
- ❖ Taking the client's brief and communicating with the team and management.
- ❖ Participating in the creative development process. Writing proposals, working on budgets, and developing costing.
- ❖ Assess current marketing materials and strategies.
- ❖ Negotiate pricing and contractual terms and closing deals on new business.



**DAR AL-HANDASAH, DUBAI, UAE**

**APRIL 2011 – JULY 2012**

**DOCUMENTATION IN-CHARGE - Reporting to Chief Resident Engineer**

**PROJECT: DUBAI INTERNATIONAL AIRPORT EXPANSION (PHASE II) – DUBAI CIVIL AVIATION (DCA)**

**KEY RESPONSIBILITIES:**

- ❖ Role of Team Leader, Controller of the Project documentation, and department functional activities. Coordinate, guide other document controllers, implementing the process and tools, providing system reports, update and maintain all trackers, MIS, the flow of documents, storage, and retrieval of project documents.
- ❖ Liaise with Resident and discipline Engineers. Coordinate with the design office, Contracts, and other departments concerning the administrative activities and project requirements.

- ❖ Supervision, interact with contractors / sub-contractors in line to project documentation as per the client's directives and follow up on the final submissions, material samples, and drawings.



**THERMO LLC, DUBAI, UAE**

**MARCH 2005 – MARCH 2011**

**PROJECTS HANDLED:**

- **SOWWAH SQUARE ISLAND** – ABU DHABI FINANCIAL CENTRE (ADFC), ABU DHABI (JAN 2010 – MAR 2011)
- **YAS ISLAND** – RADISSON & PARK INN HOTELS – ALDAR PROPERTIES, ABU DHABI (MAR 2009 – JAN 2010)
- **MOTOR CITY** – UNION PROPERTIES, DUBAI (SEPT 2008 – MAR 2009)
- **DUBAI INTERNATIONAL AIRPORT PROJECT**, DUBAI CIVIL AVIATION (DCA) (MAR 2005 – SEPT 2008)

**SENIOR ADMINISTRATOR / DOCUMENTATION IN-CHARGE - Reporting to Project Director**

**KEY RESPONSIBILITIES:**

- ❖ A major role in setting up of site offices and infrastructures as required by Senior Management in line with the project schedule and coordinating with Facilities management team.
- ❖ Provide professional guidance, supervise activities of all the Secretaries, Admin staff, Timekeepers, office boys, and cleaning crew and enable them in the smooth running of the management office. Preparing training/induction calendar for newly joined staff in coordination with Health, Safety, and Environment (HSE) department and **also held the role of Fire Warden**.
- ❖ Monitor and maintain attendance records of department staff and update HR for payroll process. Update site staff list, scrutinizing overtime details of timekeepers and office boys. Leave monitoring, duty resuming, annual leave schedule, resignation/termination, staff clearance procedures, and passport follow-ups. Controlling and monitoring of timekeepers, storekeepers, and site administrative activities and report to Project Director.
- ❖ Memos, Circulars, Warning letters, other internal correspondences, On job evaluation and annual appraisal of subordinates in line with Project Director and HR department. Preparing administrative reports every month as required by management. Asset management of PMO office, storage, and issuance of office stationery, pantry items for site offices. Coordinate with the IT department, Accounts department, and Purchase department for issues/activities related to the PMO office.
- ❖ Also, handled **the role of Documentation in-charge**. Coordinating/supervise document controllers daily through the **software Aconex and Laser Fiche**. Monitor all trackers are updated on a daily basis. Preparation of weekly and monthly reports. Handled ISO internal audits, NCR's. Handing over final Operation & Maintenance, Training Manual to Contractor.



Sundram Fasteners Limited

**TVS SUNDARAM FASTENERS LTD., CHENNAI, INDIA**

**AUG 1997 – FEB 2005**

**EXECUTIVE – PERSONNEL (FEB 2003 – FEB 2005) - Reporting to General Manager - Personnel**

**KEY RESPONSIBILITIES:**

- ❖ Shortlisting of candidates, preparing call letters for interviews. Upon selection, preparing Job offer letters and getting signed by the candidate, collection of relevant documents, and update candidate's data. Preparing induction schedule, training calendar on Total Productive Maintenance (TPM) & HSE for newly joined Management staff, Work and Act Apprentice in coordination with other departments. Processing end of probation and confirmation letters of staff and general correspondence related to the department.

- ❖ Coordinate/liaise with Government officials (Inspector of Factories) about inspections on HSE and canteen activities. Also, schedule, coordinate and make necessary arrangements for factory visits of officials from other industries. Coordinate with the Purchase department for the procurement of uniform materials & shoes for staff yearly. Also, interact with other departments like Finance, Marketing, Facility Management, and Production team in solving minor problems related to personnel activities.
- ❖ Preparing MIS on regular absentees, latecomers and inform department HOD for necessary action. Business plan preparation for the personnel department.

#### **EXECUTIVE SECRETARY (AUG 1997 – JAN 2003) - Reporting to General Manager – HNF/SSU Unit**

##### **KEY RESPONSIBILITIES:**

- ❖ Department correspondence, Annual Maintenance contract, follow-up with customers, vendors, and sub-contractors. Inventory control on raw materials, spares/consumables.
- ❖ Preparation of daily production output and raw material inventory. Coordinating with Finance for the monthly flash report on turnover and operating results. General reports for the Unit Executive committee (UEC) meeting. Preparing a Business Plan presentation for the department in coordination with the corporate office.

##### **ACCOMPLISHMENTS:**

- ❖ Punctuality award for three consecutive years.
- ❖ Best Suggestion Award and an active member of the "Suggestion Scheme Committee".
- ❖ TPM Coordinator for Office (5's system).
- ❖ Organizing welfare activities for "Annual Family Day", scheduling cultural events for staff & their children.

Consolidated Civil Construction (I) Ltd



**CONSOLIDATED CIVIL CONSTRUCTION (I) LTD., CHENNAI, INDIA**

**JAN 1995 – JULY 1997**

#### **EXECUTIVE SECRETARY - Reporting to Vice President (Operations)**

##### **KEY RESPONSIBILITIES:**

- ❖ Correspondence, scheduling meetings with clients, sub-contractors, and vendors.
- ❖ Follow up day to day activities of the site, scheduling internal meetings for Project managers, site supervisors, and inter-department meetings. Preparation of weekly site bills, Bill of quantities for the tender department.
- ❖ Submission of tenders and attend the tender bid opening meetings.

**ABEL TRONICS PVT. LTD., CHENNAI, INDIA**

**APRIL 1993 – DEC 1994**

#### **MARKETING EXECUTIVE - Reporting to Senior Marketing Manager**

##### **KEY RESPONSIBILITIES:**

- ❖ Float inquiry, identify potential client's/customers, meet and follow up for new and repeat orders.
- ❖ Follow up on quality / technical issues, supplies, and payments. Coordinate with factory for daily production schedule on products and supplies to customers.
- ❖ Liaise with Production/QA-QC/Technical department for new product development as required by clients.

**Languages known – English, Malayalam, Tamil & Hindi.**

**Hobbies – Chess, Reading books, Cooking, Music, and Travel.**

**UAE valid Driving License.**