**REMESH THARAYIL P.**

 **Tharayil House,,**

 **Pullathara.,**  **Karalam PO, Thrissur (Dist).,**

  **Kerala - 680 711.**

  **rameshtharayil@yahoo.com**

 **rameshtharayil2015@gmail.com**

**Skype: remesh.tp + 91 9995933084 (Call & Whatsapp)**

**CURRICULUM VITAE**

POST APPLIED FOR : **ADMIN ASSISTANT / DOCUMENTATION ASSISTANT/**

  **COMPUTER OPERATOR**

**EDUCATIONAL ATTAINMENT**

 QUALIFICATION **: B COM** FROM CALICUT UNIVERSITY, KERALA, INDIA

 HSC FROM CALICUT UNIVERSITY, KERALA, INDIA

 SSC FROM BOARD OF PUBLIC EXAM, KERALA, INDIA

COMPUTER KNOWLEDGE : DIPLOMA IN COMPUTER

(BASIC, WINDOWS, MS WORD, EXCEL, POWERPOINT, ACCESS, ERP, OUTLOOK, TALLY, INTERNET & E MAIL ETC.)

ENGLISH TYPE WRITING (LOWER) : 40 WPM

**LANGUAGES KNOWN**

**ENGLISH,** HINDI AND MALAYALAM : READ, WRITE AND SPEAK

**ARABIC** AND TAMIL : ONLY SPEAK

More than **12 Years** experience [**08 Years Overseas experience in Civil and Oil & Gas construction Projects in UAE and Qatar**  & **4** years in **India** in Administration, Secretarial, Documentation, Accounts and Data entry- Clerical duties.]

**COMPANY NAME : CONSOLIDATED CONTRACTORS INTL. CO.**

 **DOHA, QATAR**

 (QATAR RAIL DEPOT BUILDING PROJECT (QRDB) /JSPP–HAMAD INTL

 AIRPORT JET A1 SUPPLY PIPE LINE PROJECT)

**DESIGNATION : COMPUTER OPERATOR**

 **(Badge # 65000)**

**DURATION : DECEMBER 2017 - DECEMBER 2018**

(ONE YEAR)

After receiving Store requisition note Prepare Purchase Requisition & Purchase Order (Comparing more than three Quotations from different suppliers), After receive Delivery note & Invoice prepare Material Receiving Voucher, Delivery Note, Invoice and also prepare Material Issue Voucher, New supplier creation, Material code creation in Talisman Program, Prepare Transmittals and also preparing various documents in MS Office for Procurement Dept.

**COMPANY NAME : ALADDIN CONTAINER COMPANY**

 **(DUBAI, UAE)**

**DESIGNATION : ADMINISTRATION ASSISTANT**

**DURATION : JULY 2015 – JUL 2017**

 (TWO YEARS)

Preparing Invoices, Purchase Order and GRN, updating the Inventory, updating employee data base ie (new selection, leave, resign, termination, passport, visa, health insurance renewal) follow up the customer for payments, manage the day-to-day administrative duties ie emailing, faxing, scanning, photocopy and filing etc., preparing monthly revenue report, outstanding payment report, customer wise reports and preparing and keeping various types of documents and statements for administration dept.

**COMPANY NAME : CONSOLIDATED CONTRACTORS INTL. CO.**

 **ABUDHABI, UAE**

**DESIGNATION : COMPUTER OPERATOR**

 **(Badge # 70954)**

**DURATION : NOVEMBER 2011 - AUGUST 2013**

(TWO YEARS)

Preparing various types of documents in word and excel for painting, welding, scaffolding superintends ie Preparing manpower list, time sheet, welder list, welding material request, Daily Welding Production Report, Daily production summary, Painting Reports etc. Status updating data entry jobs in Talisman (Fit up, welding, send to Store, sent to QC, sent to site, Primer coat painting, final coat painting, erection etc) in Fabrication shop in Mechanical Dept.

Last three month worked in Certification and Documents dept doing data entry in Atlas program and documentation assistant jobs.

**COMPANY NAME : LAHOUD ENGG. CO. LTD.**

 **ABUDHABI, UAE.**

[BOROUGE II, PROJECT]

**DESIGNATION : COMPUTER OPERATOR**

(ADMIN & PERSONAL DEPT.)

**DURATION : MAY 2008 - MAY 2010**

(TWO YEARS)

Verifying the attendance sheet, maintain the employee data base ( New arrival, medical, visa process, passport renewal, resign, termination etc), also preparing the documents related to UAE id card, security pass, visa, medical, finger print, transfer, resign, termination process of employees, communication with employees, management, branch and head office, correspondence with staff, management, branch and head office through email, fax etc., prepare memo and send to all staff’s email address, manage the payroll data base, manage to service office equipments like computer, fax machine, scanner, and photo copy machines etc., manage the day-to-day administrative duties ie emailing, faxing, scanning, photocopy and filing etc., and preparing and keeping various types of employee related documents in MS Office.

**COMPANY NAME : CONSOLIDATED CONTRACTORS INTL. CO.**

 **RAS LAFFAN , DOHA - QATAR.**

 **[**QATAR GAS 3 & 4 ONSHORE PROJECT]

**DESIGNATION : DATA ENTRY OPERATOR**

 **(Badge # 65000)**

**DURATION : NOVEMBER 2006 - DECEMBER 2007**

 **(** ONE YEAR)

Preparing various reports for QC Dept., Data entry of daily welding reports and other test reports (Painting reports, MP, PWHT, HT & Test Pack reports etc), Handling transmittal with Clients and sub contractors.

**COMPANY NAME : ALLURA CATERERS**

SANTACRUZ (EAST) , MUMBAI

**DESIGNATION : ACCOUNTS AND ADMINISTRATION ASSISTANT**

**DURATION : OCTOBER 2002 - OCTOBER 2006**

 **(FOUR YEARS)**

Give the customer details to sales team, check and solve the customers complaint, data entry of delivered food items, Preparing letter, fax, memo and send to branch office and clients, preparing employees list, purchase order, offer letter, monthly requirement statement, keeping records of employees, posting the voucher and journal entries into Tally, and preparing various documents for accounts and doing all administrative clerical duties of the office.

**PERSONAL DATA**

PERMANENT ADDRESS : THARAYIL HOUSE,

 PULLATHARA.

 KARALAM P.O,

 THRISSUR (DIST),

 KERALA, INDIA.

 PIN – 680 711

RELIGION & NATIONALITY : HINDU, INDIAN

SEX & MARITAL STATUS : MALE, MARRIED

NAME OF FATHER : T.V.PRABHAKARAN

DATE OF BIRTH : 18TH SEPTEMBER 1971

PLACE OF BIRTH : PULLATHARA (KERALA, INDIA)

**PASSPORT DETAILS**

PASSPORT NUMBER : L 5670241

PLACE OF ISSUE : COCHIN

DATE OF ISSUE : 11TH OCTOBER, 2013

DATE OF EXPIRY : 10TH OCTOBER, 2023

Date : ……..…….

Place : Remesh. T.P.