

CAREER OBJECTIVE

To take my career to a higher level by taking on challenging jobs that emphasizes quality, shrewdness, image and loyalty building to acquire knowledge and experience in a multi task environment and more so, the opportunity to contribute and be associated with excellence and achievement.

**SKILLS SET**

- Having excellent team-working capability that can help to appraise, evaluate and advice authorities.
- Experienced in working in multi-cultural environment.
- Well organized, structured and methodical.
- Good as a team worker and experienced in handling a team.
- Having good communication skill in English & Hindi.
- Confident, Disciplined & Organized and good in managing Time.

CORE COMPETENCIES**Leadership & Commitment****Monitoring & Supervising****Administration****Project Co-Ordination****Secretarial & Event Management****EDUCATIONAL QUALIFICATION**

- MBA from ISBM, Bangalore, Karnataka, India.
- GDM (Graduate Diploma in Management) from ISBM, Bangalore, Karnataka, India.

TECHNICAL QUALIFICATIONS

- One Year Diploma in **Office Administration** from All India Institute of Management Studies, Chennai.
- Diploma in **Airport and Airline Customer Care** Certificate Course (**Stonebridge University, London**) from M/s Gulfstar Training and Development Center, Diera, Dubai, UAE.
- One year Diploma in **Computer Applications** from Academy of Computer of Learning, Gurgaon, Haryana.

TRAININGS UNDERGONE

- Training in Fire Fighting: By Sharjah Police General Directorate - Planning & Development Department.
- Training in Integrated Management System Awareness Program conducted by TUV NORD.
- One year Professional Training in Aerobics from GFFI Academy, New Delhi, India.

PASSPORT DETAILS

No. Z2518418 valid till 05.03.2023

DRIVING LICENSE

India - License No. 7/5868/2011 (Validity 2029) / Kuwait – License No. 279042205937 (Validity 2023)

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 22.04.1979
Marital Status : Married
Language Known : Best - English, Hindi, Malayalam / Average - Tamil

ACHIEVEMENTS

- Award of “Brilliant Networker” for the year 2010 from Alleem Business Congress, Sharjah, UAE.
- Various “BRAVO Cards” received internally as “Special Performer” from Hamriyah Free Zone Authority, Sharjah, UAE.
- Certificate of appreciation received in Year 2010 from Alleem Business Congress during Strategic Planning Congress held in Radisson Hotel Ballroom, Sharjah, UAE.
- Proficiency Prize for being Top in the class 1997-1998, St. Thomas College, Kerala, India.
- Certificate of Merit Year 1992 – 1993 for Cultural activities, Jeewan Jyothi Public School, Delhi, India.
- Organized an charity event “Kattukurunji 2009” at Sharjah, UAE, successfully to raise fund for an eminent poet and lyricist Shri Devadas from Kerala with the support of Indian Consulate, Asianet, Western Union, 1269 AM Radio Asia, 357 Asianet Radio Dubai.

WORK EXPERIENCES

I have total 16 years and one month experience with 9 Years 8 months overseas experience (Dubai & Kuwait).

Major Project Handled

- **3 Months** at **Shreya Recruitments Pvt. Ltd., India** as **HR & Admin Manager (HRD)** March 2019 to June 2019.
- **1 Year 7 months**, Self Employment – Art School, Kuwait - Director (**Fitness & Art**). August 2016 to April 2018.
- **4 Years 8 Months** at **Al Morooj General Trading Est.** as **Assistant Manager – Supply Chain** reporting to Commercial Manager. (**Logistics**) December 2011 to August 2016.
- **1 Year** at **Dhanam Publications Pvt. Ltd.,** Kerala’s finest Business Magazine in Malayalam as **Manager-Projects (Event Management, Public Relations and Marketing)** October 2010 to October 2011
- **2 years 9 months** at **Hamriyah Free Zone Authority (Government of Sharjah),** as **Executive Secretary to Director General & Project Co-ordinator** in ADMN. Dept. (Govt. of Sharjah). (**Projects & Administration**) October 2007 to July 2010

- **10 months at Dorma Middle East L.L.C, Dubai, as Sales Co-ordinator/Executive Secretary to Sales Head** for Automatic Sales Department (**Sales**) November 2006 to September 2007
- **5 YEARS IN SAME PROJECT IN DIFFERENT POSITIONS in INDIA** 2001 to 2006
 - **Zaidun-Leeng (Malaysia)** JV Artefact projects for Independent Consultancy for Nelamangala-Tumkur (NH-4) BOT Project, World Bank Project as **Executive Secretary and Branch Manager (HR/Admin/Finance/Administration)**
 - **BCEOM (France)** in association with STUP, BECA & AARVEE for Karnataka State Highways Improvement Project (Handling Ten Packages in Karnataka) as **Executive Secretary. (Administration)**.
 - Supervision Package of **STUP** with Gurgaon-Kotputli (NH-8) ADB III Project in association with Rites, CES & SMEC & Fatehpur-Khaga (NH-2) IIIrd World Bank Project in association with BCEOM & Aarvee as **Executive Secretary. (Administration)**
 - Supervision Package of **SMEC** in association with Rites, CES, BCEOM & AARVEE as **Computer Operator & relieving Secretary. (Administration)**

DUTIES HANDLED**HRD**

- Supervising day-to-day operations of the Administrative department and staff members.
- Hiring, Training, and Evaluating employees, taking Corrective actions when necessary.
- Developing, Reviewing, and Improving Administrative systems, Policies, and Procedures.

LOGISTICS**Duties while handling Delivery Orders:** (KSA/Bahrain/Qatar/UAE/Kuwait (M.H Al Shaya Only)

- Preparation of Delivery Order & sending to Warehouse / Acknowledgements.
- Reminder on Deliveries & Follow up for POD.
- Creating Invoice/Submission to Client Al Shaya.

Duties while handling Sales orders : (General Trading & Hotel Supplies Division)

- Production and goods details follow up with supplier
- Finalisation of freight agent (Quote collection and negotiation)
- Follow up with freight agent from pick up of goods to arrival at port.
- Follow up with supplier for documents, Documents checking/Legalisation and handing over to clearing agent.
- Follow up on ETA and delivery to warehouse and showroom.
- Updating Sales team on goods arrival and handing over documents to Accounts.
- Receiving goods in systems (few products for General Trading).
- Preparation of Invoices and submission to Client Head Quarters.
- Maintaining record of deliveries in Advance Pro and in system.
- Inventory requests from all location and preparing of ROQ, Inventory and re-ordering.
- Verification of Monthly Bills from warehouses. (Overseas).
- Monthly Report [Sales] to CMD.

EVENT MANAGEMENT, PUBLIC RELATIONS AND MARKETING

Event Management profile includes A-Z arrangements of an event as an organizer with coordination of Hotel management, Food and Beverages, stage designing, pull ups and banners designing team, documentation, accommodation and travelling arrangements of guests etc.

Marketing includes target achievement, coordination with team members (10 Nos.) along with outside agencies and executives.

Incharge of advertisements & revenue generation in special supplements.

PROJECTS & ADMINISTRATION

- Log maintaining of correspondences, proper filing of documents.
- Maintaining the Director General Schedule/Diary and Co-ordinating meetings.
- Communication with Investors pertaining to Approvals/Disapprovals and subsequent follow ups, as and when required.
- Processing of License Application Forms log maintaining, circulations and filing.
- Research of International events in order to have better branding and better mileage in International markets.
- Handling Project on approval from beginning to end which mainly includes : signing contract/payment processing/stall designing/conference passes/submittals/follow up/tickets for attendees ,Audio – Video / presentation arrangements.
- Commercial interface with manufacturing facilities situated in KSA, Germany and Australia
- Preparation, updating, and maintenance of technical documents, reports, commercial contracts and registers
- Correspondence and follow-up with both external and internal customers to ensure timely execution of orders
- Follow-up on payments on sales booked by the concerned Sales Manager
- Maintaining proper Correspondence, approved Shop Drawings, Document records and files.

DECLARATION

I, **Radhika Jayakumar**, hereby declare that all the information furnished above are true to the best of my Knowledge and can be supported by necessary documents if required.

(RADHIKA JAYAKUMAR)

Place: Al Rahba City, Abu Dabhi

Date: 01.08.2020