



**SHEELA JADHAV**

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A Self-driven, top performance and dedicated Project Administrator, Sr. Secretary with 10+ years of extensive experience in performing various administrative/managerial task with strong expertise in grasping new concepts to allow profit improvement and cost savings. Effective leader and communicator accustomed to working under pressure and in fast-paced business environments while possessing excellent time management skills and exceptional teamwork abilities. A passionate individual seeking to utilize leadership, procurement and organizational skills to obtain a challenging position in a highly respected organisation and help them achieve their goals while continuing professional development and growth.

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**Education**

University of Pune  
Bachelor's Degree in Commerce (Business Administration)

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**Technical Skills**

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| • Microsoft–Excel, Word, PowerPoint, outlook, Visio | • SAP (ERP) |
| • ACONEX  | • Oracle    |

Company internal courses have supplemented my extensive management and hands-on experience (effective administration, problem solving and team building courses)

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**Professional Experience**

**Freeport Mc Moran** - Copper Smelter Project - Japan

Document Controller - Mar. 2020 – Dec. 2020

- Manage the workflow of transmittals in ACONEX from project to team and vice versa.
- Monitor and continuously improve the document control procedures in accordance with the project objectives.
- Maintain database register showing document details and revision status.
- Check the accuracy and edit files
- Review sign off, publishing and manage changes after publishing.
- Ensure documents are stored and backed up. Provide hardcopies and softcopies of documentation to project engineers/managers
- Assist interface and liaisons between the consultants and project managers for submittals
- Create templates for future use.
- Ensure timely distribution/notification of document releases

**Emirates Global Aluminium** - Alumina Refinery Project, Abu Dhabi - UAE

Administrator – Project Procurement & Contracts - May 2009 – Sep. 2019

- To generate reports and prepare proposals and presentations as needed
- Manage and seek approval for the project capital expenditure budget and tracks actual expenditure vs. budget per project
- Coordinate with supply chain for procurement, process purchase requisitions/orders / service entries
- Prepare tender bidding documents. Issue the invite for tender and issue tender bidding documents
- Invite, assess & recommend supplier tenders, bids, quotations & proposals. Follow up with suppliers to change or confirm orders
- Coordinate registration of suppliers & initiate vendor evaluation.
- Develop excellent working relationship with General Contractors, collaborating closely throughout the bid process
- Coordinate with vendors and managers to schedule meetings & arrange safety training at work on site.
- Supervising company owned and leased fleet vehicles ensuring the log book is maintained, vehicles are maintained in good condition at all times
- Attending meetings, drafting minutes and timely distribution
- Maintain a filing system.
- Review invoices for accuracy and ensure the nature of costs as per agreed contractual terms

- Assist the IT project commissioning team, being part of PMO team initiated related activities such as liaise with Human Capital for new client implementation on-boarding experience to generate contractor ID's
- Efficiently managed the IT project implementation, methodologies and standards that facilitate projects and programs completion within agreed timelines.
- Coordinate with IT Governance for departmental training / IT initiative plans for improving employee's performance quality.
- Coordination with all stakeholders such as project sponsors, project managers, end users, service providers, and consultants to ensure successful management of the projects

**Dubai Aluminium Limited** - Aluminium Smelter, Dubai - UAE

Senior Secretary to Project Director - March 2008- May 2009

- Provide executive – level administrative support to the Project Director and other direct reports with a demonstrated ability to improve procedures and meet demanding deadlines
- Organising meetings, planning events, managing executives diary & phone calls
- Drafting of letters, PowerPoint presentations involved in the project development process
- Plan and coordinate corporate lunches and develop PowerPoint presentations for related on-and off-site meetings
- Collaborate with department managers on weekly postings for master reports to facilitate the accurate and timely writing, editing, and preparation of final copy from draft to distribution
- To prepare correspondence independently or based on brief notes

**Landmark Gulf Group** - Retail Group, Dubai - UAE

Secretary to General Manager - June 2006 – March 2008

- Managing Executives calendar, coordinating meetings, conference arrangements
- Processing typing, editing and formatting reports and documents
- Process domestic and international travel including visa.
- Coordinating with suppliers for quotations, preparing Purchase orders
- Solely acting as a help desk to all territory managers through website
- As a co-coordinator, act promptly for precise & timely flow of information between Retail Operations Manager, line managers & departments
- Additional responsibilities of Purchase co-ordination for all retail outlets in UAE, Al Ain, Saudi, Jordan Oman, Kuwait & India.

**Tetra Pak Ltd** - FMCG, Pune – India

Administrator cum Switchboard Operator - March 2000- May 2006

- Screen telephone calls and provide necessary information ensuring smooth service delivery
- Perform various data entry or word processing tasks, like updating phone directories, hotel list, typing or creating schedules.
- Process Utility bills of company accounts ensuring its timely payments
- Coordinate with service providers like Telecom, stationary and pantry suppliers
- Process incoming & outgoing mail, packages, or deliveries
- Managing petty cash
- Maintain log book for office shuttle

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**Certification Courses**

Pune Management Association

- Secretarial Practice Diploma Course
- EPABX certified
- Typewriting 60 w/p/m