**R.BENZEGAR**

***ADMINISTRATOR*** +971 561518912

+91 9585209028

benzegar1992@gmail.com

**SUMMARY**

A diligent and aware Of Administrator with 5 year's work experience and multilingual skills. I am proficient in a variety of project management software including programs for office administration and Competent in prioritizing, organizing and working with little supervision.

**EDUCATION**

* Bachelor of Engineering in Computer Science (2010-2014)

**EXPERIENCE**

* **Worked as an *ADMINISTRATOR* at ADNOC OFFSHORE through Hyundai Heavy Industries from Dec 2018 to Apr 2020**

Project Name : NASR Full Field Development (Pkg 2)

Field Name : Um-Shaif Super Complex (USSC)

Job Responsibilities

### Provide administrative support to ensure the operations are maintained in effective up to date manner.

### Maintain employees time sheet up to date in accurate manner.

* Effectively handle the supply vessels database and logistics operations.
* Coordinate with client and take corrective actions to ensure the employee welfare provisions
* Assists planning and preparation of weekly meetings and organize business related functions.
* Maintain safe keeping of the highly confidential documents.
* Manage work schedule and appointments.
* Maintain supplier inventory by checking stock to determine inventory level and generating invoice and manifest.
* Worked as an ***ADMINISTRATIVE ASSISTANT*** at ONGC OFFSHORE, India through Gol Engineering Services from May 2016 to Apr 2018

Project name : BPA BPB Reconstructing Project

Job Responsibilities

* Maintains and updates client database, secures confidential files and forwards documents to select recipient.
* Contentiously monitoring the Warehouse Activities to Maintain Materials Database.
* Organize team meetings and coordinate with departments of corporation to help with communication.
* Record the Third-party Certifications and maintain Confident Manner.
* Create and maintain scheduling of all department staff to execute Programs.
* Handled employee complaints professionally and effectively for the best outcome for everyone.
* ***Worked as an OFFICE EXECUTIVE at AV Construction from Dec 2014 to Feb 2016***

Job Responsibilities

* Following standardized company procedures relating to all aspects of Office performance.
* Updating databases with confidential and relevant information.
* Collect all Work Site Records and Update in a Timely Manner,
* Effectively Communicate with all Suppliers and Contractors and collect Required Data.
* Organizing meetings and confirming attendance by email and memos where applicable.
* Ensuring that all callers in person or on phone are handled in a way that customer satisfaction is achieved.
* Ensuring that inquiries and messages are relayed effectively to staff members.

**CERTIFICATE COURSES**

* T-BOSIET (OPITO approved)-UAE
* Emergency First Aid.
* Fire Fighting and Self Rescue.
* Sea Survival.
* EBS module.
* Helicopter Under Water Escaping Training (HUET).
* Basic H 2S Training (OPITO approved) -UAE
* FIRE WARDEN -TUV SUD Middle East

**SKILL AND COMPETENCES**

* Dedicated
* Effectively work under Pressure
* Effective multitasking
* Decision making
* Team Management
* Critical thinking
* COMPUTER SKILL
* Operating System

Windows XP, 7,8,10

* Office Suits

MS Office

PERSONAL DETAILS

* **Father’s Name :** J.Raja Rethinam
* **Date of Birth** : 01.10.1992
* **Gender** : Male
* **Marital Status** : Single
* **Nationality** : Indian
* **Languages Known** : English,Tamil,Malayalam,Hindi.

Address

18/3 Queen's Illam,

Aluvilai,Kandanvilai(po),

Kanyakumari Dist-629810,

Tamil Nadu,

India.

**PASSPORT DETAILS**

* Passport number : N5556478
* Expiry date : 20-12-2025
* Passport status : ECNR

**DECLARATION**

*I hereby declare that the above furnished details are true to the best of my knowledge*

Place : Yours faithfully

Date : R. Benzegar