



BINOJ JOSEPH

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Passport Details

Passport No. : K 5997239

Date of issue : 21st March 2013

Place of issue : Cochin

Expiry Date : 20th March 2023

Personal Details

Date of Birth : 05.05.1978

Sex: : Male

Nationality : Indian

Marital Status : Married

Religion : Christian

Father's Name: Joseph Joseph

Languages known

English, Hindi, Tamil & Malayalam

Training

- ❖ Integrated Management system(IMS)
- ❖ HSE Induction-Fire & Safety
- ❖ Food Safety HACCP
- ❖ Basic Food Hygiene
- ❖ First Aid

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OBJECTIVES

To seek a successful and challenging career in the renowned sectors where I would be able to implement my talents, skills, and experience, meet challenges and gain further experience and the growth of the organization.

KEY SKILLS AND ABILITIES

Excellent time management skills

Proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritized and completed in a timely and accurate manner.

Ability to work under pressure

Highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure.

HIGHLIGHTS

- ❖ *More than 10+ Years of experience in Middle East with major Organizations. (UAE & OMAN)*
- ❖ *Microsoft Office proficiency with high speed data entry skills*
- ❖ *Experienced with Integrated database Management System (IDMS) & Electronic document management system (EDMS)*
- ❖ *Strong interpersonal skills & Staff motivation.*
- ❖ *Well Organized and customer focused.*
- ❖ *Staff training and allocation-Human Resources Management (HRM).*
- ❖ *Multi tasking, dedicated and focused team player with Knowledge of storekeeping methods and procedures.*

COMPUTER SKILLS

Familiar with a range of proprietary software including MS Office (Word, Excel, Power Point, and Outlook etc.) Adobe Acrobat Professional & Various FTP Data Server and SAP.

ACADEMIA CORE SUBJECTS

- ❖ **Graduate in Science(B.Sc. Chemistry)**
- ❖ **Diploma in Computer Application (DCA)**
- ❖ **Data Entry-Key Board Skill- Type Writing (40 WPM)**

WORK EXPERIENCE

Sr. Proj. ADMINISTRATIVE OFFICER:-AL TURKI ENTERPRISES LLC. Muscat, OMAN (June 2017- 2019 Dec)

Al Turki's Oil and Gas Division, carry out multi-disciplined Engineering Design, Procurement and construction service in the Oman with Off-plot Delivery contract.

Project Management, Procurement, fabrication, construction, commissioning and servicing of Civil Structural, Mechanical, Piping, coating, Painting, Electrical & Instrumentation associated with oil & Gas and Civil Projects executed on turnkey basis and operate a quality system conforming to ISO 9001:2000

1. Responsible for the day-to-day general administration of the organization, assisting the General Manager and supporting the staff team.
2. Plans, directs and manages the operation of a very large sized operation, or directs a complex specialized program. Manage Administration tasks for client meeting including compiling agendas, recording minutes and drafting correspondence based on meeting outcomes.
3. Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
4. Prepare daily weekly and monthly Project Status reports on computer using IDMS Document management (Integrated Data Management System), Software used for the Documentation such as drawings, vendor data, datasheet etc. and maintain the record of all controlled Project documentation.
5. Coordinating meetings with department managers and served as main liaison between management and staffs.
6. Perform a series of secretarial functions for the committee and provide additional services depending on the individual policies of the institution. Dispersed incoming information to the recipients throughout the camp.
7. Maintaining Daily Manpower reports with regular attendance and Overtime before the cutoff date of monthly salary.
8. Preparing and updating employment records related to hiring, transferring, promoting, and terminating. Ensuring new hire paper works is completed and processed.
9. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies.

ADMINISTRATIVE COORDINATOR:-TECHNOR MIDDLE EAST. (Marechal Electric Group-France) -Dubai, UAE. (Mar. 2013-Jul. 2016)

The company is specialized in the manufacture of low voltage electrical connectors as well as electrical solutions for potentially explosive atmospheres through the TECHNOR ITALSMEA brand.

1. Maintain close supervision on the daily functions of the staff, ensuring productivity and checking the quality of the output and conduct assessment and evaluation on a continuous basis regarding the performance of the staff and aids in the process of promotion.
2. Preparing business correspondence, agendas, and presentations typically using MS office (Word, Excel, PowerPoint and Outlook).

3. Manage the front desk and reception area in a neat and organized fashion, including greeting visitors and responding to telephone and in-person requests for information.
4. Provide administrative support for matters relating to the project premises and operations of various departments; safety & security and logistic & Transport.
5. Conduct inspections of office premises to ensure facilities comply with OH&S standards and maintained detailed administrative and procedural processes to improve accuracy and efficiency.
6. Maintaining updated Manpower Report, Organization Chart, other important documents like registration Certificate, Environmental and other ISO Certificates.
7. Coordinate with the Site timekeepers to raise the timesheet & Overtime manual as well as electronically and submit to the Payroll Department.
8. Responsible in checking site employee's attendance and leaves, Explaining HR policies, procedures, laws and standards to new and existing employees.

Camp ADMINISTRATIVE OFFICER -RAHA VILLAGE L.L.C. (FM Department-Workers Village) Abu Dhabi. UAE (2009 Feb - 2013).

Workers Village Real estate LLC is a Private local company established in year 2006 in order to carry out and implement the UAE Government rules and regulations related to the Labour workforce standards of living. Workers Village is in charge of two projects at the time being that will accommodate 75,000 Workers around the UAE, mainly Abu Dhabi.

1. Responsible for the overall camp management and maintenance. Manages and coordinates maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning and electrical works.
2. To monitor the health condition of food handlers and arrange medical examination or suspension of work where necessary. Liaises with medical clinic regularly to check on prevalent medical problems and investigates on it.
3. Implement the Good Hygiene practices, Food safety and hygiene standards throughout the production and serving premises. Analyzes and identifies health/hygiene risk in the general, water sampling program and pool water supply/area.
4. Implemented an effective food safety plan and management system ISO 22000 and FSSC 22000 for Food Safety Management Systems Certification Schemes. Create, develop, implement, and maintain the company's quality management system certified to ISO 9001:2008 Standard.
5. Control & Coordinate and Maintain an up to date record of the stock movements from Store to production unit and to the customers as per FIFO.
6. Ensure the Safety and Security of the industrial and commercial premises with the support of safety and Security Dept.
7. Support hygiene Department to Implement and maintain good hygiene practices in storing, production and delivery. (Ensure the temperature in Freezer, Refrigerator and dry Store as per Hazard analysis and critical control points –HACCP)

8. Designed and implemented upgraded training policies for both new and old employees.
9. Provide exceptional client in-take services, assisted visitors with inquiries and made referrals to appropriate departments. Distribute key cards and building access to employees and visitors.

**ADMINISTRATIVE OFFICER:-PNRIT SOLUTIONS:-MEDICAL TRANSCRIPTION & SOFTWARE DEVELOPERS.
COCHIN, KERALA. (BPO GROUP)**

1. Comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential.
2. Dispersed Incoming Mail to correct recipients throughout the office.
3. Distribute the work among the Staff's and the ability to work continuously and communicate in a positive & cooperative manner.
4. Knowledge in transcription guidelines and practices. Ability to use designated reference materials and ability to operate designated word processing with a minimum Typing skills of 40-50 w.p.m & Knowledge of medical terminology.
5. Maintain office filing and storage systems; Keep filing/document management system for electronic and paper documents organized.
6. Daily briefing and updating the staff's as per client's needs and distributing the Daily work to the production Floor.

ADMINISTRATIVE SALES SUPPORT CLERK:-WINSOFT SOLUTIONS KERALA.

1. Administer and organize documents and other development plans to ensure its traceability and availability at all the times
2. Initiates and co-ordinates administrative and operational methods and procedures as required to effect efficient and uniform operation of the branch or departmental division.
3. Answer Telephone enquiries from customers, greet visitors and assist sales team with their enquiries. Distribute the leads and enquiries within the team and dispatch the mail communication.
4. Creating, maintaining, and entering information into databases, updating paperwork, maintaining documents and word processing. Operate a range of office machines such as photocopiers, computers and faxes.
5. Coordinating events as necessary and organizing travel by booking accommodations and reservations needs as required.
6. Responsible for maintaining office filing and recordkeeping systems; monitor the office supplies.

DECLARATION

I hereby declare that the above information is true, correct and complete to the best of my Knowledge & Belief.

BINOJ JOSEPH

Date: 27.12. 2019