



JAYESH J

Project Coordinator/Office Administrator

PROFILE

An experienced administrative professional with a Bachelor's degree and an overall experience of more than **8.5 years** in Project coordination, Office administration & Petty cash handling. Also had a demonstrated history of working together for some government entities.

EXPERIENCE

PROJECT COORDINATOR | ALLEN ELECTRICAL SERVICES LLC

15/07/2017 – 15/06/2022 (5.5 Years)

- Coordinate office activities and operations to secure efficiency.
- Petty cash handling for office expenses & Projects.
- Drafting of mails, letters, documents, reports, invoices & PPT for the submission in SEWA, SNOC, and SIAA.
- Responsible for developing, implementing new formats & forms according to projects.
- Preparation of MRQ, MRR & Work completion report for projects.
- Preparing quotations, Bill of quantities and contracting of work.
- Responsible for obtaining RTA/ SEWA/ SNOC/ MUNICIPALITY/ ETISALAT/ DU/ DEFENCE/ EMARAT to obtain NOC's for new projects.
- Documentation & updating of jobs with SEWA, SNOC & SIAA
- Supervise staff and divide responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, etc.)
- Maintain daily attendance sheet & monthly Updating for the payroll.
- Review annual leave applications & make approvals from MD.
- Monitor and maintain vehicle details, responsible for passing test for the renewal.
- Monitor and maintain office supplies.

PROJECT COORDINATOR | SAMSON & SONS LIFESTYLE

07/12/2015 – 31/12/2016 (1 Year)

- Handle project administration tasks and supports project manager.
- Direct project correspondences by preparing and reviewing project proposals, Quotations, Purchase orders, Completion reports, Invoices and emails.
- Drafting of paperwork's (contracts, terms of agreement etc.)
- All documentation is maintained appropriately for each project.
- Sharing relevant documentation and reports with project teams.
- Being point of contact for various working groups.
- Coordinate project management activities, resources & equipment's
- Collect photos - Site activities of technical staffs & subcontractors.

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jaysjithu@gmail.com
Abu Dhabi, UAE
Visa Status: VISIT VISA
Availability: Immediate

EDUCATION

BBA

Himalayan University || India
2014 - 2017

B TECH || India

Kerala University || India
2009 - 2013 (Course completed)

Plus Two || Bio Science

Kerala University || India
2007 – 2009

SSLC

Kerala University || India

SKILLS

- Executive Presentations
- Documentation
- Teamwork
- Office coordination
- MS office
- Computer skills
- Staff management
- Letter drafting
- Client needs assessment

Languages:

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Tamil

Personal Details:

Passport No.: L2919640

Nationality : INDIAN

Date of birth: 09/08/1990

Address:

Sree Padmanabham, 2nd Plot
Kizhakkathil lane
Chencherry, Nalanchira PO
Trivandrum, Kerala
Mobile: +91 76 7007 5005



EXPERIENCE

DOCUMENT CONTROLLER | KROMBERG & SCHUBERT M.E FZE
23/02/2014 TO 22/11/2015 (2 Years)

- Copy, scan and store documents.
- Check for accuracy and edit files, like new jobs.
- Review and update technical documents.
- Distribute project-related copies to internal teams.
- Documents of files in physical and digital records.
- Retrieve files as requested by employees and engineers.
- Manage the flow of documentation within the organization.



DECLARATION

I declare that, to the best of my knowledge and belief, all particulars I have given are true. I understand that any false declaration or misleading statement may disqualify me.

JAYESH J