



Vivek Kumar

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EXECUTIVE SUMMARY

Substantial experience and outstanding skills in **Administration** with 12 years of experience; accustomed to working in various companies in India, Saudi Arabia and UAE; with the ability to complete the assigned task within the given timeframe with accuracy, excellent interpersonal skills, hardworking and results-driven attitude.

KEY SKILLS & EXPERTISE

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|--------------------------------------|-----------------------------|---------------------------|
| + Office Management | + Human Resources | + Negotiation Skills |
| + Letter and Report Writing | + Administration | + Quick Decision Making |
| + Quality Assurance | + Performance Management | + Administration Skills |
| + Compliance | + Planning and Coordinating | + Leadership |
| + Resource Management | + Bank Reconciliation | + Active Team Player |
| + Improving Processes and Procedures | + Cash & Bank Management | + Management Skills |
| + Exposure in MS Office | + Operational Management | + Excellent communication |

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE EXECUTIVE – Operations

LifeCare Hospital Baniyas – Abu Dhabi, UAE

January-2016 – January-2020

Responsibilities:

- Overseeing the contracts of services providers, Security, parking, cleaning & catering.
- Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security.
- Ensuring that basic facilities, such as water and heating, are well-maintained.
- overseeing building projects, renovations or refurbishments
- Participates in the recruitment and selection of clerical staff.
- Complaint management, Incident management & customer feedback management of the hospital.
- Performs a variety of secretarial duties such as drafting and typing routine correspondence, arranging meetings and taking minutes.
- Track office items, program expenditures by recording expenses, maintains a variety of financial records such as petty cash fund, purchase orders.
- Transportation arrangement of hospital staffs / doctors.
- Duty scheduling of drivers/clerical staff, taking care of hospital accommodation, taking proper care hospital maintenance & hospital vehicles.
- Performs other related duties as required f.eg. Customer services etc.

ADMINISTRATIVE OFFICER – ADMINISTRATION

Al-Salam Printing Press LLC – Sharjah, UAE

July 2013 – February 2015

Responsibilities:

- To manage general office administration and attendance of personnel.
- To manage reimbursement claims of personnel; to ensure control and timely payment of the same after approval of the management.
- To check suppliers' bills and forward only authorized bills to accounts dept for payment.
- Vendor contract, Renewal of contracts, Bills verification, Bills certification, Follow up of Bills.
- Keeping details of all petty cash expenses with proper approvals from Director; and forwarding details of all expenses to Accounts team.
- Procurement and maintenance of office equipments/furniture/fixtures for the company.
- To maintain proper record of company assets issued to marketing personnel and ensure accountability.
- To ensure general office maintenance like housekeeping, pest control, hygiene, electrical and mechanical, sanitary and plumbing, space management and minor repairs.

- To deal with vendors/service providers like suppliers, courier, manpower consultants etc. to take care of legal cases and their proper follow-up.
- To ensure statutory liabilities and timely renewal of Trade License, Peon management.
- Screening candidates for current openings and scheduling interviews for various positions.
- Maintaining employee files and HR filing system and developing procedures and standards for recruitment.

ASST-ADMINISTRATIVE OFFICER – ADMINISTRATION

Gulf Sky Cranes & Cont. Co. Ltd (GSCC) –Dammam, KSA

Nov 2011 – Jan 2013

Responsibilities:

- Responsible for controlling the administration of the company.
- Guide and help the team members in the administration.
- Co-ordination of manpower planning and recruitment using databases, newspaper, employee referrals & recruitment agencies.
- Screening resumes, testing the applicants, scheduling interviews and conducting initial interviews.
- Hiring the recruiters, preparing Offer Letters & Contracts of Employment and ensuring that documentation is completed before joining.
- Attend meetings making note of all relevant discussions and type clear and concise minutes.
- Handling salary negotiations, payroll system & attendance and compensation.
- Coordinate with site administration regarding the day to day administration activities.
- Record keeping of received and sent letters to the various consultants and other contractors.
- To maintain proper records for all documents whether inside or outside the company.
- Office setup, keep track and ensure all payment like utility, rental, vendors are made within the due date.
- Day to day office administration like Managing of Front office and Travel desk, Pantry- management, Water management.
- Ensure all required consumables and stationery are available on time.
- Taking care of the transportation for all company employees.

ADMINISTRATIVE ASSISTANT

M/s National Contracting Co. Ltd (Construction Division) Dammam, KSA

Nov 2006 - Sep 2011

Responsibilities:

- Co-ordinating of weekly budget for site (project), maintenance of supplier record, bookkeeping of expenses.
- Preparation of monthly bank reconciliation and recording of staff advances.
- Weekly and monthly financial reporting to head office.
- Responsible for procurements for site (project).
- Maintaining the register of accounts (Day Book) including cash and bank.
- Preparing reports, regarding recommendations, administrative problems and annual reports.
- Read and answer correspondence and planned conferences.
- Keep the personal documents, track of employees under custody like Passport & Iqama.
- Coordinate and handle with manpower suppliers as per the requirement of site as well the instruction of the senior management.
- Take approvals for the hiring equipments as per the site requirements.
- Coordinate with time keeper and ensure that all the time sheet from site will reach on time.
- Coordinate with payroll section also giving the required inputs for finalizing the salary payment.
- Vehicle Management, co-ordinate with Auto Supervisor regarding the transportation of company employees etc.

Logistics Assistant

M/s ABC Sales Corporation – Kerala, India

2005 Aug – Oct 2006

Responsibilities:

- Handling cash, banking, documentations, invoicing.
- Involved in distribution of vehicles to all over Kerala and Other regions.
- Coordinating with sales, service and stock yard team for vehicle dispatch.
- Assign outsource transporters and in-house drivers for vehicle transfer.
- Preparation of vehicle planning & export documentation (By Road)

- Regular follow-up and status reporting regarding vehicle deliveries to branches and customers.
- Monitor shipment clearance status
- Daily MIS report generation and circulation.
- Handling Enquiries from customers on invoice and payment.
- Complete required daily/weekly reports on time.

EDUCATION

- **Perusing M.B.A (H.R. Administration)** - Bharathiar university (distance education)
- **Correspondence Course in Accounts** – College of Commerce, Kerala – Jun 2005
- **B.A – Bachelor of Arts** – Bangalore University, India – Apr 2004
- Higher Secondary Education (Pre-Degree) – CBSE – Mar 2001
- Secondary Education – (S.S.L.C) – CBSE – Mar 1999
- Certification on Computer Hardware & Networking
- Certification on MS Office Software (Word, Excel, Power Point outlook, etc.)

PERSONAL PROFILE

Age & Marital status : 38 years, Married
 Nationality : Indian
 Languages Known : English, Hindi and Malayalam
 Possessing : Valid Uae & Indian D/License
 Visa Status. : Visit Visa