

Santosh Kumar K A

Locations: Dubai, UAE +971 553482714 • **E-Mail:** santoshannathurai@gmail.com

ADMINISTRATIVE ASSISTANT

Confident in taking challenging assignments with a reputed organization to utilize acquired skills in accomplishing organizational and individual growth objectives

KEY IMPACT AREAS	PROFILE SUMMARY
<ul style="list-style-type: none">Executive & Personal AssistanceOffice AdministrationExecutive PresentationsReporting & DocumentationInventory ManagementCorrespondence ManagementDocumentation & ReportingProject ManagementTravel Logistics ManagementMeetings ManagementRecruitment & StaffingResource OptimizationData AnalysisTeam Coordination	<ul style="list-style-type: none">Qualified professional with over 7 years of experience in rendering secretarial support to senior management across diverse organizationsSkilled in managing highly specialized functions, including delivering professional and efficient support to the senior management, maintenance of records, and generating a filing systemDemonstrated ability in managing the Senior Manager's diary, scheduling and maintaining appointments, and coordinating extensive travel arrangementsProven ability in liaising between senior management, employees & other stakeholders to ensure proper lines of communication critical in addressing/ resolution of myriad issuesIn-depth experience in organizing business meetings and conferences locally and overseasExperienced in managing performance appraisal & administration, planning & execution, and coordination with various entities for the smooth conduct of operationsStrong exposure in measuring & managing operational risk within the business following internal processes & controlsAdept at leading & motivating large cross-functional and multi-cultural teams to maximize productivityCapable to work effectively under stressful environments, independent, and willing to learn new skills. Hold a positive mindset/attitude, a meticulous and fast learner
EDUCATION	
<ul style="list-style-type: none">BE (Computer Science Engineering), James College Of Engineering and Technology, Tamilnadu, India, 2015Diploma in Computer Science, Sree Krishna Polytechnic College, Tamil Nadu, India, Apr 2012	

WORK EXPERIENCE

Al Tasnim Enterprises LLC, Muscat, Oman

Corporate Governance Executive | Nov 2016 – Feb 2023

Responsibilities:

Admin Management

- Render high-level administrative support to the COO and other members of the executive management team. Maintain busy calendars, and schedules for partners, including scheduling meetings, phone calls, and training
- Interact with the Board of Directors, Shareholders, and other senior executives to ensure seamless operations. Manage travel arrangements including flights, hotel, and rental car
- Take minutes of meetings and assign the task to the concerned person for follow-up and ensure the task is completed within the stipulated time
- Prepare and evaluate reports, spreadsheets, presentations, and finished documents relative to executives' assignments. Process and submit expense reports, and receipts
- Maintain travel logistics encompassing flight and hotel bookings, visa applications, transportation, etc based on business and operational requirements

HR Management

- Manage the daily attendance of the employees. Coordinate with the HR team for the new employees' induction, employees transfer, employees' work schedule rule change, and termination
- Prepare and process employee payroll and ensure disbursement of salaries based on the organizational policies and other statutory regulations

Facilities & Inventory Management

- Focus on training rooms, materials, catering, technology, and other items required for each event. Assess and record daily correspondence and communications for the executive team
- Update details of inventory records. Utilize company procurement software to generate requests for quotes and purchase requisitions, as well as create and prepare reports based on material data

Operations Management

- Involved in managing and prioritizing extensive calendar including planning and executing quarterly schedules. Manage international travel for the senior management

- Manage incoming calls, material, and correspondences followed by implementing appropriate action in compliance with organizational policies and procedures
- Follow up with the concerned stakeholders to ensure compliance with the project delivery schedules and other SLA parameters across the assigned project phases

Data Analysis

- Utilize strong analytical skills to enable identification of areas for optimizing costs and enhancing productivity. Assist the senior management in interpreting and compiling data in an organized manner
- Generate and present various status reports for the senior management and other stakeholders to enable effective decision-making

Others

- Involved in evaluating KPIs in the meeting along with COO and cluster managers, rolling out various cost saving initiatives for the organization
- Render basic IT support to the management to ensure seamless operations

MP Industries and Construction, India

Admin Assistant | 2015 – 2016

Responsibilities:

- Set up major corporate initiatives within the assigned business vertical, developing management dashboards to assess business performance against business plans and KPIs
- Handled office tasks, such as filing, generating reports and presentations, set up for meetings, and reordered supplies. Provided real-time scheduling support by booking appointments and preventing conflicts
- Made travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations. Screened phone calls and routed callers to the appropriate party
- Used computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research. Anticipated the needs of others in order to ensure their seamless and positive experience

PERSONAL DETAILS

- **Date of Birth:** 28 Nov 1990
- **Nationality:** Indian
- **Languages Known:** English, Tamil, and Malayalam