

Santosh Kumar K A

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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

- Executive & Personal Assistance
- Office Administration
- Executive Presentations
- Reporting & Documentation
- Inventory Management
- Correspondence Management
- Documentation & Reporting
- Project Management
- Travel Logistics Management
- Meetings Management
- Recruitment & Staffing
- Resource Optimization
- Data Analysis
- Team Coordination

PROFILE SUMMARY

- Qualified professional with over 7 years of experience in rendering secretarial support to senior management across diverse organizations
- Skilled in managing highly specialized functions, including delivering professional and efficient support to the senior management, maintenance of records, and generating a filing system
- Demonstrated ability in managing the Senior Manager's diary, scheduling and maintaining appointments, and coordinating extensive travel arrangements
- Proven ability in liaising between senior management, employees & other stakeholders to ensure proper lines of communication critical in addressing/resolution of myriad issues
- In-depth experience in organizing business meetings and conferences locally and overseas
- Experienced in managing performance appraisal & administration, planning & execution, and coordination with various entities for the smooth conduct of operations
- Strong exposure in measuring & managing operational risk within the business following internal processes & controls
- Adept at leading & motivating large cross-functional and multi-cultural teams to maximize productivity
- Capable to work effectively under stressful environments, independent, and willing to learn new skills. Hold a positive mindset/attitude, a meticulous and fast learner

EDUCATION

- BE (Computer Science Engineering), James College Of Engineering and Technology, Tamilnadu, India, 2015
- Diploma 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