

GAGAN A U

OPERATIONS COORDINATOR.

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CAREER OBJECTIVE: -

I aim to be recognized as an efficient and competent individual having good interpersonal and managing skills. Being a hard worker with a positive attitude, I aspire to prove my talent with teamwork and efficient results of organization that leverages my strengths and enables me to become a valuable and dependable asset for the organizations success, along with providing me a platform for professional and personal growth.

STRENGTHS: -

- Administrative Skills.
- Reporting Skills.
- Willingness to learn.
- Good communication skills.
- Team working skills.
- Organization and Time management skills.
- Assertiveness.
- Tact, discretion and diplomacy.
- Comprehensive problem-solving abilities.
- Excellent verbal and written communication skills.
- The ability to be proactive and use your initiative.
- The ability to use standard software packages and to learn bespoke packages if required.
- Editing Skills.

ADDITIONAL SKILLS: -

- IELTS: - Band 5.5

COMPUTER SKILLS: -

- Oracle NetSuite.
- Microsoft office.
- Basic computer applications.

EDUCATIONAL QUALIFICATION: -

Bachelor Degree : Bachelor of Arts (Criminology, Psychology, and Sociology) University of Mysore.

PUC (12th/ (+2)) : Pre-University college Srimangala (Pre-university Board Bangalore).

S.S.L.C (10th) : J C School Srimangala (Karnataka Secondary Education Examination Board, KSEEB).

WORK EXPERIENCE: -**AL FARIS INTERNATIONAL HEAVY EQUIPMENT RENTALS – AFIHER, ABU DHABI, UAE.**

Duration : December 2019 – Till date.

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❖ **Operations Coordinator: -**

- Escalate NetSuite related issue to concerned person & NetSuite training.
- Preparing Daily Program & send to all concerned persons & departments.
- Allocating equipment / personnel for taxi line jobs as per requirements.
- Allocating equipment / personnel for Shutdown / Weekly / Monthly jobs as per requirements.
- Maintain Databases and Filing Systems.
- Maintain a proper update of fleet equipment status & daily movement of equipment's time to time.
- Coordinate with site supervisor and arrange equipment as per requirement
- Generating timesheets from NetSuite for equipment's & personnel on Daily/Weekly/Monthly basis.
- Develop and maintain a filing system.
- Preparing quotations.
- Perform other related duties as requested by manager.
- Arranging suitable equipment's in case of breakdown at site.
- Arranging suitable replacement for personnel who are proceeding on leave.
- Co-ordinating with other Deports regarding various issues.
- Co-ordinating with sales personnel regarding various issues.
- Preparing documents of both Equipment & Personnel as per the Site requirement for arranging Gate Passes.
- Generating time sheets as per the daily program.
- Generating sale orders of the Operations client.
- Updating Status of Equipment's to the concerned persons.
- Preparing Crane Utilization report.
- Leave Management coordinate with HR & Employee.
- Preparing Documents for Various clients Sending as per requirements to clients/sales persons.
- Preparing Various NOC as per the Client's requirement.
- Preparation of accident/ Incident reports.
- CICPA Related work Management Daily [Allocation]. As per email received from each department.
- Arranging Permit to drive Authorization form as per Client requirements.

- Updating Online Optima Portal and coordinate with ADNOC Office and arranging renewal of Optima Card.

INDUSTRIAL TECHNOLOGY OF OIL SERVICES (INTECH) / MELLITAH OIL AND GAS, LIBYA.

Duration : October 2017- January 2019.

Position : Document Controller/Management Secretary.

RESPONSIBILITIES: -

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❖ DOCUMENT CONTROLLER: -

- Responsible for controlling all documentation related activities in a project.
- Support and coordinates with discipline with administration and control.
- Ensure all technical documents, such as reports, drawings and blue prints, are collected and registered in the system.
- Review and update technical documents.
- In carry/dispatch/Updating Contracts/ Bill details.
- Preparation of Report.
- Control and maintain project Record of incoming/outgoing project documents.
- File documents in physical and digital records.
- Retrieve files as requested by employees and clients.
- Print and distribute documents as necessary.
- Work with documents and records across various departments, including human resource.
- Maintain confidentiality around sensitive information and terms of agreement.

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❖ MANAGEMENT SECRETARY: -

- Deal with telephone and email enquiries, using an email system.
- Photocopy and print various documents, sometimes on behalf of other colleagues.
- Produces information by formatting, inputting, editing, retrieving, copying, and transmitting text, and data.
- Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
- Maintains department schedule by maintaining calendars for department personnel, arranging meetings, conferences.
- Completes requests by greeting customers, in person or on the telephone, answering or referring inquiries.
- Prepares reports by collecting information.
- Secures information by completing database backups.

- Provides historical reference by utilizing filing and retrieval systems.
- Organize and store paperwork, documents and computer-based information.
- Create and maintain filing and other office systems.
- Keep diaries and arrange appointments.
- Maintains technical knowledge.
- Maintain office procedures.
- Handle confidential documents ensuring they remain secure.
- Managing databases.
- Prepare, submit employee timesheet.
- Schedule and attend meetings, create agendas and take minutes.
- Sort and distribute incoming post and organize and send outgoing post.
- Arrange training for staff members.

HINDUJA GLOBAL SOLUTIONS (HGS) AMAZON PROCESS, MYSORE.

Duration : September 2016 to September 2017
Position : Subject matter expert (SME).

RESPONSIBILITIES: -

- Provide accurate and appropriate information to members and providers in response to inquiries.
- Addressed customer concerns timely and accurately.
- Assist members of the team.
- Monitor daily activity and function of the team.
- Coach the agents on improving customer interactions.
- Achieving quality and attendance goals.
- Sometimes assist with inbound and outbound activity.
- Handle escalated supervisory type calls.

PERSONAL DETAILS: -

Date of Birth : 20-02-1993
 Nationality : INDIAN
 Marital Status : Unmarried
 Passport No : R2123158
 Place & Date of issue : Bangalore, Issued on 28-06-2017 and Expires on 27-06-2027
 Permanent Address : Birunani village and post Virajpet taluk South Kodagu
 Karnataka, India. Pin: -571249.
 Languages Known : English, Hindi, Kannada, Malayalam, Tamil & Coorgi.

DECLARATION: -

I hereby declare that all the above-mentioned information given by me is true and correct to the best of my knowledge and belief.

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