



Manuprasad Administrator

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Objective

Detail-oriented administrative professional with 6 plus years of experience in office support, schedule management, and coordination. Skilled in multitasking, problem-solving, and fostering client and colleague relationships. Seeking a challenging administrative role to utilize my communication, organizational, and time-management skills to enhance organizational efficiency.

Experience

Transworld Metal works LLC (Lootah Group) Dubai

26-sep-2022 to 03-Dec-2024

Secretary/Office admin

Responsibilities :

Administrative & Secretarial Duties

- Managed MD's office Communications, Drafted, proofread, and sent out internal and external correspondence, including emails, letters and memos.
- Maintain and update staff attendance logs on daily basis.
- Manage MD's office emails and provide timely reminders for meetings and correspondence.
- Managed executive's calendars, schedule meetings and coordinating appointments.
- Coordinated appointments and arranged meetings, ensuring all necessary participants were informed.
- Contacted customers, Suppliers and vendors on behalf of MD, as needed.
- Organized and maintained filing systems for physical and digital records.
- Maintained and updated confidential files and documents, ensuring data accuracy and security.
- Ensured the smooth operation of the office by maintaining office supplies and managing inventory.
- Acted as primary point of contact for visitors, directing them appropriately and ensuring a positive office environment.

HR & Employee Onboarding/Off boarding support

- Prepare and Finalize employment offers in collaboration with the Divisional Managers, arrange visa processing for international candidates and ensure smooth onboarding by managing airport pickups, accommodation, document collection and visa tracking.
- Organize and process employee leave requests, arrange travel (including transport for airport pick-ups and drop-offs) and handle passport management for travel and visa purposes.
- Manage the preparation and submission of joining forms to the Head office, assist with medical and Tawheed classes for visa processing, track Emirates IDs, and ensure the timely visa renewals with support of HO.
- Handle employee resignation letters, manage the necessary cancellation procedures, and ensure all relevant documents are submitted to the head office.

Sales Coordinator

- Open job card in Oracle (FG creation, BOM, Routing) and send to respective division as per the request.
- Prepare and give job costing printout for different jobs from Tibco to divisions.
- Prepare quotations in Oracle as per estimation and details provided by sales person/ Manager.
- Sending the quotations to the customers and LPO follow up.
- Answered, screened and forwarded incoming calls, ensuring all enquiries were addressed promptly.
- Sorted and distributed daily Mail and deliveries to the correct departments.

Seeh Al Sarya Engineering LLC - Muscat

09-Mar-2017 to 05-April-2021

Admin Asst

- Provides administration support to ensure efficient operation of office.
- Answer phone calls, schedule meeting, taking detailed minutes and support Visitors.

- Assisted with document preparation and filing, ensuring all records were organised and easily accessible.
- Directing Internal and external mails.
- Answered, screened and directed phone calls, providing information and resolving issues in a professional manner.
- Write and distribute email, letters, correspondence and forms.
- Handled office supply inventory, ordered supplies, and ensured efficient use of resources.
- Arranging both internal and external events.
- Timely maintenance and Updation of asset register Update and maintain office policies and procedure.
- Book travel arrangements, update leave tracker of employees.
- Preparation and cross checking of time sheets of employees for salary processing.
- Acknowledging and cross checking various types of bills such as electricity, telephone, medical bills etc.
- Sending various types of weekly and monthly reports to HO.
- Preparation of petty cash statement, reduce the overall expense as much as possible.
- Maintain a clean, neat and organized work area, ensuring the workplace was conducive to productivity.
- Welcoming, assisting and directing clients and other guests of the organization.

Education

- **MBA**
Mangalore university.
- **BBM**
Mangalore university.

Skills

- Communication skills - proficient in written and verbal communication including drafting of correspondence and handling phone enquiries.
- Calendar Management - schedule meetings and appointments.
- Document preparation - Filing, organizing and maintaining physical and electronic records.
- Flexibility and adaptability to work in any environment.
- Confidentiality and discretion - Maintaining the confidentiality of sensitive documents and information.
- Self motivating nature with positive attitude.
- Attention to details - ensuring accuracy in Scheduling, data entry and documents preparation.
- Multi tasking - Managing several tasks or duties simultaneously in a fast paced environment.

Software skills

- Microsoft Excel
- Microsoft Word
- Oracle (ERP)

Languages

- English, Hindi, Malayalam, kannada, Tamil, Arabic

Additional Information

- Passport No. : W0392204
- Date of Issue : 19/05/2022
- Date of expiry : 18/05/2032
- Visa status - Visit visa

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Place : Dubai

Date :

Manuprasad