

Arun Babu

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Objective

Seeking an Administration job to bring your team-oriented organization enthusiasm, dedication, responsibility and good work ethic combined with a desire to utilize capabilities, knowledge and interpersonal skills.

Executive Summary

High-energy individualist expert at interacting with customers in a positive tone. Organized with excellent written, oral, and interpersonal communication skills and ability to work in a high paced environment.

Professional Experience

Accommodation Manager (August 2023- Present)- Valtrans Transportation Systems & Services- Dubai

Roles & Responsibilities

- Organizing and supervising staff on site
- Deal with any HR-related issues and ensure health and safety processes are followed by all staff.
- Ensuring safety regulations are met
- Planning, scheduling and coordinating the daily operations
- Ordering and managing supplies and materials
- Ensuring that work is carried out efficiently and to the required standards
- Maintaining records and preparing reports
- Liaising with clients and other external contractors
- Supervise and coordinate the activities of workers engaged in outdoor manual labour
- Organize and assign duties and tasks to workers
- Conduct training and provide instruction on safety and operational procedures
- Ensure that workers adhere to safety protocols and perform activities in accordance with company policies
- Monitor progress of workers and ensure that tasks are completed on time and to specified standards
- Perform administrative duties to maintain accurate records of assigned projects
- Monitor and report on materials and supplies used during work activities
- Interpret and implement company policies and procedures

Admin/HR Executive (June 2021- July 2023)- EEMC-Ajman

Roles & Responsibilities

- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Welcoming visitors and directing them to the relevant office/personnel.
- Coordinating and managing appointments and meetings
- Creating job descriptions for required manpower, advertising them to get best candidates and handling the employment process
- Handling employee grievances, if any and updating the employees with policies, compliances, and regulations
- Creating job descriptions for required manpower, advertising them to get best candidates and handling the employment process
- Performing bookkeeping tasks.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Purchasing office supplies, equipment, and furniture.
- Overseeing the maintenance of office facilities, and equipment.
- Organizing company fleet as needed.
- Keeping all company, employee's details Updated.
- Performing other relevant duties when needed.

Core Qualifications

Organized	Strong communication skills
Microsoft office suite	Attention to detail
Cooperative	Multitasking
Management	Positive attitude

Education

Bachelor Of Business Administration- Global University (2015-2018)

Higher secondary- Kerala DHSE (2013-2015)

Secondary school- Kerala Board (2012-2013)

Language Proficiency

English

Hindi

Malayalam

Tamil

Personal Details

D.O.B: 08th July 1997

Nationality: India

Marital Status: Single

Passport No. N1943069

Vaccination Details

1st Dose: 06-11-2021(Pfizer)

2nd Dose: 27-11-2021(Pfizer)