



Jay Naik



## Professional Profile

To obtain a job within my chosen field that will challenge me and the allow me to use my education, skills and past experience in a way that is mutually beneficial to both myself and employer and allow for future growth and advancement.



## Work Experience

### ➤ SENIOR ADMINISTRATOR

Aastha Traders Import & Export India – 2 Years.

CHA management for container export, Material buy dealings, Documents Management for container export

### Duties & Responsibilities

- ❖ Housekeeping Supervising with 130 labors,
- ❖ Conducting booking for Hotel and Air/Bus/Railway ticket for all executives and guests.
- ❖ Planning 3 cars of the company,
- ❖ Purchase and maintain inventory of Office Stationery & Office Pantry,
- ❖ Accommodation management of Guest House (6 Guest Houses),
- ❖ Handling courier, sample and parcel services for the company,
- ❖ In needs driving for in case of emergencies and the top executives (MD),
- ❖ Salary and attendance management of office boy and driver as well as driver's duties,
- ❖ Organizing events of the company such as Safety Training Event, Annual Event,
- ❖ Festival Event, Sports Event.

### ➤ ADMIN EXECUTIVE

Waaree Energies Ltd, India - 2 Years.

Housekeeping supervising with 150 labors,

### Duties & Responsibilities

- ❖ Housekeeping Supervising with 150 labors,
- ❖ Conducting booking for Hotel and Air/Bus/Railway ticket for all executives and guests.



## Contact Details

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Dubai, UAE.



## Personal Details

Date of Birth : 12/09/1989

Nationality : India

Marital Status : Married

Gender : Male

Religion : Hindu

Passport No : S33771331

PP Expiry : 03/07/2028

Visa Status : Employee Visa



## Language Proficiency

English

Hindi

Gujarati

- ❖ Planning 5 cars of the company,
- ❖ Purchase and maintain inventory of Office Stationery & Office Pantry,
- ❖ Accommodation management of Guest House (7 Guest Houses),
- ❖ Handling courier, sample and parcel services for the company,
- ❖ In needs driving for in case of emergencies and the top executives (MD),
- ❖ Salary and attendance management of office boy and driver as well as driver's duties,
- ❖ Organizing events of the company such as Safety Training Event, Annual Event,
- ❖ Festival Event, Sports Event.

#### ➤ ADMINISTRATOR

Desai Agro Infra, India - 2 Years.

Housekeeping supervising with 220 labors,

#### ➤ HR-Admin Executive

ASK - EHS Engineering & Consultants, India - 2 Years.

Housekeeping supervising with 50 labors,

### Duties & Responsibilities

- ❖ Train housekeepers on cleaning and maintenance tasks
- ❖ Oversee staff on a daily basis
- ❖ Check rooms and common areas, including stairways and lounge areas, for cleanliness
- ❖ Schedule shifts and arrange for replacements in cases of absence
- ❖ Establish and educate staff on cleanliness, tidiness and hygiene standards
- ❖ Motivate team members and resolve any issues that occur on the job
- ❖ Respond to customer complaints and special requests
- ❖ Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves
- ❖ Participate in large cleaning projects as required
- ❖ Ensure compliance with safety and sanitation policies in all areas

#### ➤ RECEPTIONIST / ADMIN InCHARGE

Mafatal Industries Ltd – 5 Years.

#### ➤ TELE CALLER

Surf Board Mumbai - India - 2 Years

#### ➤ DIAMOND PLANNER

Parmesh Diamond Exports Pvt Ltd, India - 2 Years

## LEARNING INCLUDES

- ❖ Able to make front office department To solve the customer problem
- ❖ How to manage party event with effective manner.



### Education / Certification

- ❖ HSE ( Gujarat Higher Secondary Education Board )
- ❖ Textile Design Printing, Technical Examinations Board Gujarat State

## CERTIFICATION / TRAINING

- ✓ Textile Designer at Shivram Processors, Surat. India



### Skills

- Good Communication Skills.
- Self Confident, Motivated and Down to Earth Individual.
- Capable Team Player.
- Critical thinking. Employers expect candidates to have strong critical thinking skills to solve
- Problems and make informed decisions. ...
- Teamwork. ...
- Time management. ...



### Computer Skills

- ✓ Basic Computer Knowledge



### Declaration

I hereby declare that above given information is true and correct to the best of my knowledge and belief and can be supported by relevant certificates / documents.

Yours Sincerely,  
Jay Naik