

Date: 21<sup>st</sup> of March-2023

**VELAYUDHAN PEETHAMBARAN**

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Dear Sirs,

I would like to introduce myself, Peethambaran post graduated from one of the best institutions in Kerala, India (**M. A - Master of Arts – Language & Literature**) Sree Kerala Varma College, Thrissur, Kerala, India – Affiliated with University of Calicut having 20 Years & 8 Months Gulf Countries experiences in the field of **Office Administration**.

I am seeking a challenging position, where my managerial skills and experiences can be put in successful execution of the concerned establishment for entire growth of the both the organization reputed and my career development also.

Please find herein under my resume for your kind perusal and considerations.

Yours sincerely,

**VELAYUDHAN PEETHAMBARAN**



# V. Peethambaran

## Objective

Seeking for a responsible and challenging position to employ my education, experience and efficiency with any reputed and progressive managerial organization in the **Field of Office Administration**. I have proven skills and abilities in all my previous assignments with my work experience. Looking ahead to take up job with more result oriented so as to achieve a highly remarkable and distinguished position.

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**AROUND 20 YEARS & 8 MONTHS GULF WORKING EXPERIENCES IN THE FIELD OF ADMINISTRATION & AROUND 6 YEARS OF EXPERIENCES IN THE FIELD OF TEACHING IN KERALA**

## Profile Summary:

Good communication skill and Leadership quality in my career. Taking initiatives and accepting responsibilities cheerfully. Scheduling multiple tasks logically. Very patient and pleasant, having lots of initiatives. Capable of working both independently and part of a team. Fully confident and determined of carrying out assignments and duties successfully and more professionally. Good observation power, fast learner, initiative for handling any type of work power with timeless effort. Prepared to undergo any type of training course or whatsoever is required to take up the job.

## Profile

**M.A** Master Degree with excellent motivational and interpersonal skills and able to communicate at all levels. Hard working, sincere, honest, reliable and resourceful with strong presentation ability. Presently seeking a demanding position offering challenge and reward.

Establishment : **Multitech Cable Network & Electronics, Kalamury, Thrissur**

<b>Professional Profiles</b> <b>(1)</b> From June-2016 to June-2021	<u><b>Dt., Kerala State, India.</b></u> 1. Position held : <b><u>Office Administration Head</u></b> (Period of Work - From June-2016 to June-2021) <b><u>Establishment : Al Behar Al Sabaa Aluminium &amp; Glass Cont., Sharjah, UAE.</u></b>
<b>Professional Profiles</b> <b>(2)</b> From Jul-2014 to Mar-2016	2. Position held : <b><u>Office Administrator</u></b> From <b>July 2014 to March 2016.</b> Project Name : <b>Al Behar Office Premises</b>
<b>Professional Profiles</b> <b>(3)</b> From Oct-2011 to Mar-2012	<b><u>NESMA &amp; PARTNERS Contracting Company, RIYADH, SAUDI ARABIA</u></b> 3. Position held : <b><u>Secretary / Document Controller</u></b> From <b>October 2011 to March 2012.</b> Project Name : <b>Olaya Twin Towers, Riyadh, Saudi Arabia (SR. 98 Million)</b>
<b>Professional Profiles</b> <b>(4)</b> From Jul-2014 to Mar-2016	<b><u>Al Satah Al Aluminium &amp; Glass Cont., Sharjah, UAE.</u></b> 4. Position held : <b><u>Accountant Clerk-cum-Documents Controller</u></b> From <b>01<sup>st</sup> March 2010 to 31<sup>st</sup> December 2010</b>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>◆ Preparation of quotation.</li> <li>◆ Preparation of bill of quantities as per project tender drawings and spec.</li> <li>◆ Preparation of Invoices and chasing for the payment.</li> <li>◆ Sending enquiry to supplier (s) chasing it and prepare quotation after obtained the supplier (s) quote.</li> <li>◆ Handling all types of correspondence such as Letters, Memo's, Faxes etc., and updates / maintain general administration records.</li> <li>◆ Maintain Quotation Log, Invoice Log and Breakdown and Report to the concerned superiors.</li> <li>◆ Preparation of Local Purchase Order.</li> <li>◆ Accurate contact with supplier's.</li> <li>◆ Preparation of Statement of Account.</li> <li>◆ Maintain Employees and Staff Data's as per contractual obligation.</li> <li>◆ Maintain Project Expenses and Profit Records.</li> <li>◆ Preparation of Time Sheet of the Employees and follow-up the salary procedures.</li> <li>◆ Preparation of Method Statement, Project Quality Plan and HSE.</li> <li>◆ Preparation of Work Orders, Indent to Stores related to the project and submitting cost and times effects on the ongoing projects.</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Preparation of Technical Data's.</li> <li>◆ Maintain General Documentation works and all sort of Administration Works.</li> <li>◆ Responsible for co-ordination of all aspects of the internal and external enquires.</li> <li>◆ Proper co-ordination with Concerned Managers and Superiors.</li> <li>◆ Responding to Client(s) queries for all sorts of Aluminium &amp; Glass related quotations issues.</li> <li>◆ Preparation of all sort of documentation log.</li> </ul>
<b><u>Professional Profiles</u></b> <b>(5)</b> From Feb-1996 to Feb-2009	<b><u>Aluminium &amp; Light Industries Co., (Alico) Ltd, Sharjah, UAE.</u></b> (A reputed Aluminium & Glass Contracting Company in the Middle East)  5. Position held : <b><u>Secretary / Document Controller</u></b>  From <b>February 1996 to February 2009</b>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Preparation of Technical Data's Independently as per Project Specifications i.e, Halfen Channel, Hot Dip Galvanized, Fixing Accessories, Glass, Aluminium Extrusions, Rockwool Insulation (Firedrated and Thermal Insulations), Stainless Steel and Aluminium Sheet, PVDF and other Finishes etc, to submit to obtain Main-Contractor's Approval.</li> <li>• All Technical Data's Preparation would be as per project specifications and based on each supplier (s) Prequalification Documents, Brochures and Product Technical Spec.</li> <li>• Log on Technical and Drawing Submittal Records.</li> <li>• Receiving Drawings from Main Contractor and Prepare Register for that.</li> <li>• Making Technical Data Submittal and Approval Records.</li> <li>• Handling all types of correspondence such as Letters, Memo's, Faxes etc., and updates general Administration records.</li> <li>• Making weekly / monthly status reports &amp; updates.</li> <li>• Follow-up of pending issues, deliveries and approvals.</li> <li>• Application and implementation of the procedures of the company.</li> <li>• Control documentation, filing, incoming and outgoing faxes.</li> <li>• Attending telephone calls and passing the messages to concerns.</li> <li>• Handle documents as per ISO procedures.</li> <li>• Preparation of Minutes of Meeting.</li> </ul> <b><u>Working Locations of Alico Office Premises:</u></b> <ol style="list-style-type: none"> <li>1. Alico's Several Major Projects Offices.</li> <li>2. Alico Project Management Team 2 Office</li> <li>3. Alico Abu Dhabi Branch Office</li> <li>4. Alico Design, Planning and Export Offices.</li> <li>5. Alico Head Office</li> </ol>
<b><u>Professional Profiles</u></b> <b>(6)</b>	<b><u>Aluminium &amp; Light Industries Co., (Alico) Ltd, Sharjah, UAE.</u></b>

From Oct-1994 to Jan-1996	(A reputed Aluminium & Glass Contracting Company in the Middle East)
	6. Position held : <b><u>Storekeeper</u></b> - From <b>October, 1994 to January, 1996</b>

#### **Duties & Responsibilities**

- ◆ Responsible for pre-ordering of materials (i.e. releasing the related information to purchase department) in time to meet the programs.
- ◆ Prepare indent to stores for ordering materials.
- ◆ Prepare store issue voucher for issuance of materials.
- ◆ Monitor order and delivery of the materials and record it.
- ◆ Keep all kind of record and provide it upon request when stock taking.
- ◆ Follow the ISO Procedures for all kind of works related to store.
- ◆ Prepare Local Purchase Order.
- ◆ Accurate contact with supplier's.
- ◆ Inspect material when will supply and record it properly.
- ◆ Prepare electronic indent to stores using intranet facility.
- ◆ Material indent query, issue and reservation query.
- ◆ Allocate material according to the drawings.
- ◆ Protect material with proper covering and storage.
- ◆ Preparation of Work Orders, Indent to Stores related to the project and submitting cost and times effects on the ongoing projects.
- ◆ Scrutinizing Materials and Issuing for Installation.
- ◆ Submission of materials for approvals.
- ◆ Responsible for co-ordination of all aspects of the internal and external orders.
- ◆ Supervise to sort out material to concerned location in order to helping for installation.
- ◆ Proper co-ordination with Project Manager and Supervisors.
- ◆ Preparation of Internal Work Order Log.

**Around 6 Years of Experiences in the field of Teaching** in several Private Colleges located at Thrissur District of Kerala State in India with effective from **June-1989 to September-1994**. (Chelakkara, Vadakkanchery, Triprayar and Valapad).

**Hira Senior Secondary English School** (CBSE Affiliated) at Kaipamangalam in Thrissur Dt. of Kerala State India (1Year Experience in Teaching – From 2009 to 2010)

<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>❖ <b>Master of Arts (M. A.)</b> from University of Calicut, Kerala, India (1989).</li> <li>❖ <b>Bachelor of Arts (B. A)</b> from University of Calicut, Kerala, India (1987)</li> <li>❖ <b>Pre-Degree</b> from University of Calicut, Kerala, India (1984).</li> <li>❖ <b>S. S. L. C</b> from Board of Public Examinations, Kerala, India.</li> </ul>
<b>Technical</b>	

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>❖ <b>Diploma in Computer Applications (DCA)</b>, Compucons, Kerala.</li> <li>❖ <b>Certificate of Typewriting English Lower Grade (KGTE)</b>, Kerala</li> <li>❖ <b>Valid Indian Driving License</b></li> </ul>
<b>Computer Exposures</b>	<p><b><u>DIPLOMA IN COMPUTER APPLICATIONS</u></b></p> <ul style="list-style-type: none"> <li>❖ Operating System : MS-Windows</li> <li>❖ Word Processor - MS Word</li> <li>❖ Spread Sheet - MS Excel</li> <li>❖ Presentation - MS Powerpoint</li> <li>❖ Network Outlook - Internet &amp; E-mail (Outlook Express &amp; Microsoft Outlook)</li> </ul>
<b>Personal Query</b>	<ul style="list-style-type: none"> <li>Date of Birth - 13<sup>th</sup> July-1969</li> <li>Nationality - Indian.</li> <li>Marital Status - Married.</li> <li>Languages Known - English, Hindi, Malayalam and Arabic (Spoken).</li> </ul>

## DECLARATION

I, Peethambaran, solemnly affirm that the above-furnished particulars are true and correct to the best of my knowledge and believe and I will be responsible if there is any discrepancy occurred. I do hope that I will express my maximum efforts in the growth of the establishment reputed.

I will prove myself if you can give me a chance in your establishment reputed for a suitable position in the field of **Office Administration** so that I can prove myself as a capable candidature. I shall definitely give my best to ensure the progress of the organization.

**I consider myself familiar with Office Administration works with my qualifications and experiences can be utilized both internal and external experiences especially in the Gulf Countries in the field of **Office Administration** and **Teaching** Experience in India, where can be utilized with my managerial skills and experiences in the growth of both the establishment reputed and career development of myself.**

**Aspects:** I am also confident of my ability to work in a team.

**PEETHAMBARAN**

**Kizhakkevalappil House,**

**P. O. Koorikkuzhy – Kaipamangalam,**

**THRISSUR Dt., KERALA St., INDIA.**

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