

# PREMKUMAR PRABHAKARAN

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Mobile : +971 562635070



## Personal Data

Age : 54 years  
Nationality : India

## Languages Known:

English Malayalam, Hindi  
Marathi and Tamil - understand

## Marital status: Yes

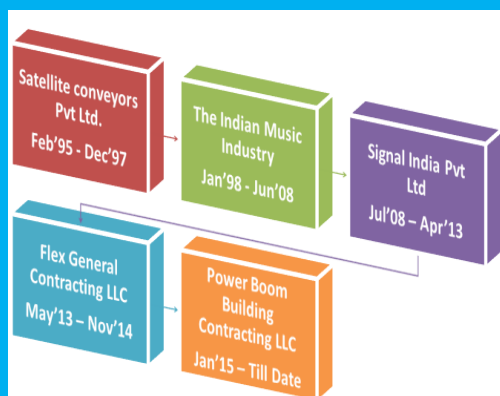
Family: Wife - working  
Daughter - student

## Address :

DUBAI - UAE

## Visa : Residence

## Career Timeline



## PROFILE BRIEF

Be part of an organization in a challenging and responsible position, where I can apply my knowledge, experience and skill to contribute for dynamic and growth-orient of the organization.

Key domain of experience **Administration, Human Resource Management, Procurements & Contract Administration.**

I have **17 years in Mumbai, India and 11+years in UAE** experience in different service industry

## EMPLOYMENT CHRONICLE

**Polycon Contracting LLC**  
**Power Boom Building Contracting LLC**  
**General Manager**  
**Jan'15 - Till Date**

- **Liaison & Coordination, and execution of Projects.**  
Efficiently performing Contract negotiation, interfacing with clients, finalize sub-contracting, and over all execution of project, Procurement management, handling the team to complete the projects.
- Significantly controlling the projects and timely executing handover to the clients

## Projects completed and Associated

- Design conceptualisation Fitout works for hotel and restaurants
- Re Installation and modification of Warehouses
- Dubai Mall Zabeel Extension - civil works
- D3 two building Two floor - interior fit out works
- Multi purpose building, Al Ain, Civil works

Formulating the budget, Manpower resource allocation internal & external to project, Finalise the contract agreement in between company and supplier - plant and equipment, machinery and tools

**Flex General Contracting LLC as Manager, UAE**  
**May'2013 - Nov'2014**

- Coordinated with Clients, negotiated with techno-commercial contracts, along with significantly developed the project roll out & schedule, allocated the teams & materials; Salary through WPS systems

## Organizational Exposure



- Accountable for facilities and remunerations disbursing to all employees; along with controlled the day-to-day office as well as site activities
- Worked closely with local offices Labour, Health and immigration for VISA related requirements
- Responsible for Systems integration and maintenance control to ensure zero down time

### **Signal India Pvt Ltd, Mumbai India Head - Business Operations Jul 2008 – Apr 2013**

- Directed contract acquisition / review / negotiation / vendor selection and prepared related subcontract/purchase order to provide for quality facility services at a competitive cost
- Proactively performed establishment of:
  - LAN and WAN Connectivity to all branches to Head office
- Incorporated systems / policies & procedures for smooth & effective operations with the specific aim of providing high quality service to partners across the Country
- Efficiently evaluated SLAs of respective clients and ensure its smooth functioning up to the project's completion
- Conducted Weekly / Monthly reviews & meetings with the team to resolve various operational issues.
- Provided effective quick resolution to all critical / major outages of IT related and ensure near to 0% down time on all systems.
- Carried out capacity planning & designing the workspace to ensure maximum utilization of space in coordination with architect
- Amicably conducted supplier's audits monthly to measure supplier performance against contractual standards and implement necessary corrective actions
- Addressed renewal of Annual Maintenance Contract & repair of office equipment
- Effectuated security measures for the safety of high-value assets, and conducting timely security audits

### **The Indian Music Industry & Phonographic Performance Ltd. (IMI & PPL ) Mumbai, India**

Growth Path / responsibilities:

**Nov'2004 – Jun'2008:**

**Phonographic performance LTD [PPL] : Manager - IT & Admin**

**Jan'1998 – Oct'2004:**

**The Indian Music Industry [IMI] Asst Manager**

**(Joined as Executive asst. promoted as Asst Manager)**

### **Administration**

- Shouldered the responsibilities in repairs & maintenance of the

## COMPETENCIES

### Contract Administration

### Vendor development

### MATERIAL MANAGEMENT



building premises, along with looked after Security staff, Pantry Boys, Cafeteria & co-ordination with Commercial Team for Purchases and with other departments

- Efficaciously controlled & procured Mobile Phone, Data Cards for Internet & Voice Cards
- Dextrously established Standards of Operation and operational systems and procedures to administer the facility
- Kept a track record of:
  - Assets and subject the organization to periodic audits
  - MIS on daily basis along with handling Medi-claim /personal accident & other general insurance matters, renewals claim proceedings

Successfully coordinated the procurement of new office for the HO and the interior fit outs in 2006.

#### **Human Resource Management**

- hiring of manpower, sourcing manpower temporary and permanent position for various departments. Induction process of newly joined staff. Preparing the evaluation report according to their performance submit to management

#### **Information Technology**

- IT infrastructure set up inter office connectivity
- Domain control – periodical updates and online monitoring the usage of music.

#### **Headed the project – Music Match Monitoring project'**

Designed and developed own database for the Music industry and match, identify, monitor the repertoire usage in various platforms PAN India.

**Satellite conveyors Pvt Ltd. Mumbai, India**

**Executive Asst. to Director**

**Feb1995 – Dec1997**

## **ACCOMPLISHMENTS ACROSS THE TENURE**

- Received appreciation from Secretary General with Cash award in 2001 of The Indian Music Industry / Phonographic Performance Ltd, best performer
- Appreciation letter and additional responsibility of Human resource department in 2004 for implementing the new HR policy & sourcing of staff

## **PROFESSIONAL TRAININGS & SEMINAR**

- *Proactively involved in Training & Seminar jointly conducted by Microsoft and HP in 2004*
- *Actively involved in the Board meetings held at Bangkok in 2006 – Strategic planning & execution of New Development*

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## **CREDENTIALS**

### **Education:**

- Executive MBA in HR ISBMA 2004
- BSc. Chemistry, from University of Kerala in 1990

### **Diploma Courses:**

- **MCP** – Microsoft Certified Pprofession, eNet Technologies - Microsoft Testing Centre, 2003
- **DCP** – Diploma in commercial practice, Technical Education Board, Kerala 1991-92

### **IT - Purview**

- Well Acquainted

The above information is correct best of my knowledge and reference shall be submit if required

DATE : 07 December 2024

Place : Dubai

**Premkumar Prabhakaran**