

PADMALOCHANAN K C

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email: nambiarpkc@yahoo.com



Visa status : Visit (Expiring on 06/12/2021)

Professional Summary

Meticulous, task driven professional with 25 years of experience in managing client centric office operations. Equipped with exceptional ability to facilitate all aspects of internal and external communications, support the day-to-day administrative, financial and operational functions by working collaboratively with top level executives. Proven talent for aligning business objectives with comprehensive administrative knowledge to achieve maximum operational impacts, conserve time and boost efficiency.

Areas of Expertise

File Maintenance, Schedule Management, Time Management, Negotiation Skills, Budget Management, Organization Skills, Efficient Calendar Management, Client & Employee relations, Workforce Monitoring, Asset Management, Risk Assessment & Monitoring, Review Meetings, P & L, Budget Management.

Key Skills

Proficient user of MS Office (Word, Excel, Power Point, Share Point, Outlook & Lotus notes).
Working experience in SAP (Personnel management, material management etc.)

Qualifications

- i) Graduate (B.A. History) from Calicut University, Kerala, India.
- ii) Diploma in Typewriting & shorthand from Kerala Govt Technical Education Dept

Professional Experience

More than 21 years experience in the Middle East in Secretarial, HR, Office Administration & Commercial activities.

Executive Secretary, Dec 2000 to May 2020, Saud Bahwan Automotive LLC, Oman

Provide administrative & business support to the Division Head of Oman's largest automotive company (Dealer for world renowned brands like Toyota, Ford, Kiya, Daihatsu, MAN, HINO, Komatsu, Bomag, Kato etc.) and support other members of the Executive Management Team. Maintain Division Head's Calendar – Plan and schedule meetings, travel arrangements, hotel bookings & visa arrangements. Managing the Office Infrastructure and Assets of the company at various locations. Carry out the Office operations & support required to employees, visitors and the management. Monitoring House Keeping & Cleanliness of the Office. Handling of utility bills for Divisional Head Office and all branch locations. Also managed the Telephone, Internet, CCTV and other communication systems of office and outlets. Repair & Maintenance of Equipment's & facilities at office and outlets, in proper co-ordination with the operation team by ensuring proper liaison with technicians via AMC, independent jobs. Sourcing and providing Supplies for Outlets & office in terms of House Keeping, Pantry Requirements & Stationeries. Collating attendance from various departments and sharing with HO. Preparation of monthly MIS (Management Information System) & other reports. Preparation of KPI report (Report to Principal).

Secretary / Asst. Personnel Officer, April 1997 to May 1999, Teyseer Services Co, Qatar

Supported the company's Country Manager in executing set procedures of the company. Ensured follow-through of all discussed items in meetings, with updated being incorporated into reports. Execute various administrative tasks, including travel arrangements (domestic and international), scheduling, submission of expense report & other correspondence. Recruitment & placement of staff, visa processing, passport renewals, air ticket booking etc. for staff.

4 years (1993 November - April 1997) working experience in India in following companies.

Scheduling and coordinate meetings, appointments and travel arrangements for supervisors and managers. Typing of documents such as letters, memos, drafts and preparation of reports. Purchasing & maintenance of office stationery. Development of new filing system and organizational practices. Recording, transcription and distribution of minutes of meetings, Manage travel expense reports for Managers & executive team members.

- 1) M/s. CEAT Tyres, Mumbai
- 2) M/s. Franco-Indian Pharmaceuticals, Mumbai
- 3) M/s. Amforge Industries Ltd, Mumbai
- 4) M/s. Associated Cables Ltd, Mumbai

Personal details:

Name : Padmalochanan K C
Nationality : Indian
Date of Birth : 10/4/1971
Gender : Male
Marital status : Married
Languages known : English, Hindi & Malayalam
Address : P.O.Ezhilode, Via.Kunhimangalam,
District:Kannur, Kerala-670309, India.

Light vehicle Driving Licence : Oman / India

Passport No. : K7431806
Place of issue : Muscat
Date of expiry : 18/1/2023

Declaration

I solemnly declare that the particulars given above are true and correct to the best of my knowledge.

Padmalochanan K C
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