

Jotheeswari Rajesh

ADMIN AND HR ASSISTANT (IMMEDIATE JOINER)

Admin & Facilities Operations | UAE Experienced Professional | 13+ Years UAE Experience|

- 15+ years UAE & India experience in Facilities & Administration
- Strong coordination with vendors, contractors & internal teams
- Experienced in multi-site operational support
- High attention to detail in compliance & reporting
- Able to handle multiple priorities in fast-paced environment



✉ Jothirajesh283@gmail.com 📞 +971 566633634 📍 Dubai South, Dubai U.A.E. in www.linkedin.com/in/jothi-r-659171119

EDUCATION

B. Com in Commerce

Justice Basheer Ahmed Sayeed College for women - S.I.E.T - Chennai, Tamil Nadu Jun 2008 - Apr 2011

Higher Secondary – Commerce and Accounting

Sri Ramakrishna Mission Saradha vidyalaya School Chennai, Tamil Nadu Jun 2007 - May 2008

FACILITIES MANAGEMENT SKILLS

Vendor & Contractor Management
Flights and Hotel arrangements
Facility Operations Support

Bills & reimbursements
Office & Building Administration
Customer service

AMC & Preventive Maintenance Tracking
Asset & Inventory Management

ADMINISTRATION & HR SUPPORT SKILLS

- * JAFZA Gate Pass
- * Meeting & Calendar Management
- * Travel Management
- * Executive Support (MD / Senior Management)

- * Procurement & Purchase Coordination
- * HR Documentation & Personnel File Management
- * Recruitment Coordination & Interview Support
- * Attendance & Record Maintenance

- * Office Operations & Workflow Coordination
- * Bills & Reimbursement
- * Minutes of Meetings
- * Courier Management (Imports and Exports)

COMPLIANCE & REPORTING

- ISO Documentation Support
- Civil Defence Documentation Assistance
- Contract Renewal Tracking
- Insurance & License Management

HSE ACTIVITIES

- Working knowledge of the Emergency response plan.
- Participating in First Aid & Basic Life Support Training.
- Participating in Fire Safety & Mock Drill

LANGUAGES

Tamil
English

Hindi
Malayalam

WORK HISTORY

Admin and HR Assistant

Oren Hydrocarbons M.E. Free Zone Company- Dubai, UAE *Aug 2018 - Present*

- Making travel arrangements for employees and client such as booking flights, cars, and making hotel and restaurant reservations.
- Using computers to generate reports from vehicle tracking systems.
- Assisted interviewing committee
- Processed newly recruited and terminated employee files
- Maintained and updated employee files and training records
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Transports chemical samples and other various items to and from various locations and vendors, ensuring proper care of items handled during transport.
- Coordinated exit interview process and completed the necessary paperwork.
- Maintaining proper records of all invoices and payments.
- Assist in preparing and documents for ISO auditing and civil defence. Keeping track all vendors' quotations & AMC's & Cost.
- Renewal of company contracts, insurance policies, certificates, licenses on time.
- Maintain updated list of all contacts of third party vendors, suppliers, institutional customers.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.

Admin Executive

Oxford Metallic Const Ind LLC -Ummal AL Quwain -UAE *Aug 2014 - May 2017*

- Receive, direct the telephone/Email/Fax messages and respond to all inquiries and requests in a timely manner.
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Senior level secretarial service to the Managing Director and CEO typed documents such as correspondence, drafts, memos and emails.
- Assist in planning and preparation of meetings and conferences. Assist with preparation and coordination of the audit process.
- Maintain and improve online databases of client accounts and external vendors, including updating information when necessary.

Zonal Admin Executive

Vodafone South limited- Chennai,TamilNadu, India *Sep 2012 - May 2014*

- Coordinate Housekeeping Services & M&E Team for Repair & Maintenance. Procurement of Housekeeping / Pantry / Stationary consumables/ support to new employees by providing them seat, ID, Access card management, activation, deactivation, CCTV.
- Maintaining Security follow ups, Travel & Ticketing. Keeping a track all vendors' quotations & AMC's & Cost
- Inspection Checklist for Site, Office, Store and MSC' and Visit for Auditing.
- Submitting Monthly usage of Cabs and train MIS Report& Process bills related to Hotel, Consumables, Newspaper, security, electricity, office spaces, couriers.

Front Office Executive cum customer care Executive

Hyundai Motor Company - Chennai, TamilNadu *Aug 2011 - Sep 2012*

- Organizing vehicle deliveries and pickups & service advisers for home visit.
- Follow up of service vehicles & Service due reminders to customers.
- Registration of incoming service vehicles & Data entry of feedback forms Customer feedback calls.
- Follow up of service customers after delivery .Attending phone calls (inbound and outbound)

ACHIEVEMENTS AND ACCOMPLISHMENTS

- Achieved 97% average customer satisfaction rating to date, surpassing team goal by 12%.
- Awarded employee of the Month twice and received highest possible score during the annual performance review on 2011 to 2012
- Played the position of Wide Receiver on the school volleyball team and table tennis from 2004 to 2008.

PERSONAL DETAILS

Husband's Name : Rajesh Singh
Date of Birth : 03.09.1990
Place of Birth : Chennai, Tamilnadu, India
Mother tongue : Tamil
Visa Status : Employment Visa (Free zone Visa)
Notice Period : Immediately

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Thanking you

Yours Faithfully

Jotheeswari.R