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| **Biju Rajan**  **Parippally Kollam - Kerala Cell:** +916238163790  **Email:** [**madanvilabiju40@gmail.com**](mailto:madanvilabiju40@gmail.com)  **Personal Information**,  Address : Brahmam, Kizhakkanela [P O]  Parippally  Kollam [Dist.], Kerala India  Date of birth: 15.05.1971  Marital Status: Married.  Nationality: Indian | **Passport Details,**  Name : Biju Rajan  Passport no : K 7836101  Issued from : TRIVANDRUM  Issue Date : 21. 01 2013  Expire date : 20.01. 2023  Date of birth :15.05.1971 |

***ACADEMIC QUALIFICATIONS:***

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| **Bachelors in Arts [B A]** *Sri Narayana College*  *Sivagiri Varkala*  *Thiruvananthapuram* | University of Kerala  [1992] |

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| **PGDCA**  *Technical Training Institute*  *Thiruvananthapuram Kerala [997]*  *Ms Office.Excel,Word,Out look, Web Browsing, Tally Accounts [2 year Experience]*  *Basic Life Support [BLS] Certificate holder*  *[From Hamed Medical Corparation Doha –Qatar]*  *TSTI [total Safety Task Induction] Trained to work in Oil and Gas Field. Defensive Driving Induction. Dubai RTA card Holder* |  |

***SKILLS &ABILITIES*:**

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| Typing Speed 30-40 WPM, M.S. Office Suit (Word, Excel), Computer literacy, A good level of English spelling and grammar, Accurate with good attention to detail, Focused, Show initiative, Industrious & Trustworthy. |

***PROFESSIONAL EXPERIENCES [****OVER 13 YEARS****]:***

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| **Office Administrator**  Dhofar Cattle Feed co. [dairy Product]  **Salalah S of Oman**  **Administrator**  **Gulf Contracting Co.WLL**  **Doha Qatar** | [August 2002 – July 2007)  [October 2007 April 2013] |
| **Administrative Supervisor**  **Miaa Miaa Gen.Trading**  **Deira Dubai** | **July 2013 Sept.2016** |
| **DOPET - DOHA QATAR** | **Transport Co ordinator**  **Nov.2017 till the date** |

***Major Responsibilities:***

* Entering all data’s according to the present and future formula (Operating system).
* Arranging systematic reports.
* Conducting meetings.
* Assist to Personnel Manager and Labor Coordinator every day.
* Assisting Personnel Dept. &administrative dept...
* Handling employee leave settlements.
* Responsible for control of the entire manpower accommodated in the camp
* Ensure that cleaners, security men, watchmen etc., are performing their duties properly.
* Arrange Transportation for employees and Staff from accommodation to various sites
* Responsible for camp safety, cleanness, arrangement of water and ensure that electricity is not wasted by the employees. Ensure that first aid is readily available for his camp employees.
* Ensure that employees maintain discipline at camp and ensure that workers do not consume or sell the alcohol in the camp
* Maintenance of records pertaining to electricity consumption, supply of sweet water, gas cylinder, sewage water, and other consumables.
* Maintenance of electrical appliances, A/c etc
* Ensure that no employee transferred to any camp/site without the prior approval of the Personnel Dept. or concerned authority.
* Ensure employees as far as possible to go to the government hospital in case of sickness and not to the private hospital where employees are charged exorbitantly. Approval of medical bills of the employees.
* Insurance follow-ups and timely completion of the claims and monthly reconciliation.

***LANGUAGES:***

English, Hindi ,Arabic [Spoken Only]

**DETAILS OF DRIVING LISENCE**

***Qatar Light duty Driving license***

Acknowledgement;

I, RajanBiju, here by acknowledge that the above furnished data is correct