

LEO JOSE PULIKOTTEL

B-203, West View CHS, Sector-2, Charkop, Kandivali (West), Mumbai-400067

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Career Objective: To work in a challenging and dynamic organization that would allow me to utilize my knowledge and experience to contribute for overall growth of myself and the organization.

Education: **Education:** MBA(HR), Sikkim Manipal University, 2017
B.Com

Key Skills:

- Capability to meet deadlines and work under pressure with minimal supervision
- Excellent organizational, time management and follow through skills
- Competence with using common office systems and software
- Oral and written communication skills
- Adapt to learn new skills and working environments
- Well versed with Computers, Internet, E-mail, MS Office, MS Outlook etc.

Total Professional Experience: 20 years

- 1) **Worked as Society Manager in Myaashiana Management Services Pvt. Ltd. from October, 2019 to June 2020.**
- 2) **Worked as a Site Administrator in ABIS, Saudi Arabia from Feb, 2016 to November 2016.**

Job Functions & Responsibilities:

- Administration and co-ordination for maintenance of various offices, factory & camps.
- Preparation of MIS reports for Management.
- Upkeep of Personnel files and Passports of employees.
- Co-ordination for Medical with employees & concerned departments.
- Joining duty formalities & Cash Salary Advance for new employees.
- Endorsement of new employees to respective departments.
- Arrangement of transport for employees, Airport transfers & lodging.
- Preparation & approval of medical /petty expenses of employees.
- All administration work as per requirement of the Management.

- 3) **Worked as Operations Manager in Orion International Support services from August 2010 to March, 2014.**

Job Functions & Responsibilities:

- Over all administration & Operations of Mumbai & Pune region.
- Prepare annual business plans and budget proposals for all clients and secure agreements

for rate hikes/re negotiations as needed.

- Manage the entire financial side of the operations and achieve financial targets set for each site by controlling every financial document required to manage a unit.
- Maximise services provided by company for clients within the framework of contractual obligations.
- Appropriately follow up on client meetings and requirements with applicable correspondence, reports and proposals as necessary.
- Human resource recruitment, management of staff effectively through motivation, training, development, performance management & annual appraisals.
- Co-ordination for site manpower mobilization, Periodical site visits & customer interaction.
- Purchase & inventory management.
- Customer service maintains, proactive, dynamic & effective communication at all times.
- Maintain a high level of customer satisfaction for repeat business.
- Promote & maintain awareness and compliance of health & safety in accordance with best practice & legal requirement.
- Generating MIS reports for top management.
- Notify Management Heads in case of any problems or delays in projects.
- Commitment to and promotion of all company procedures and policies.
- Ensure that facilities operations are aligned with company goals and vision.
- Maintain the confidentiality and security of all data and information relating to the facility.

4) Worked as Administrator in Aktor at Doha, Qatar for New Doha International Airport (NDIA) project from November, 2007 till October, 2009

Job Functions & Responsibilities:

- Upkeep of Personnel files and Passports of employees.
- Visa documentation.
- Co-ordination for Medical/finger Print with employees & concerned departments.
- Preparation of join duty formalities, Cash Salary Advance for new employees, Updation in Masters in Horizon & personnel files.
- Endorsement of new employees to respective departments.
- Arrangement of transport for employees, Airport transfers & lodging.
- Preparation & approval of medical /petty expenses of employees.
- Leave application approval and arrangement for ticket/exit permit for vacation.
- Co-ordination with HR department for family visas.
- Over all administration & co-ordination with various departments.

- 5) **Worked as Facilities Manager in Sodexo Pass services Pvt. Ltd. from October, 2006 to September, 2007.**

Job Functions & Responsibilities

- Responsible for complete Administration of Site Office including facilities like Telephone, Electricity, Repairs & Preventive Maintenance of Lifts, Fire Fighting Alarm systems & Extinguishers, Intercom, Electrical Maintenance, Pest Control Management, Stock control & upkeep of Accounts books.
- Security & House Keeping Manpower Management & Scheduling.
- Co-ordination with vendors and Government agencies like BEST/MTNL/BMC etc.

- 6) **Worked as Facilities Manager in Knight Frank India Pvt. Ltd. from June, 2003 till September, 2006.**

Job Functions & Responsibilities

- Responsible for complete Administration of Site Office including facilities like Telephone, Electricity, Stationery, Repairs & Preventive Maintenance of Lifts, Fire Fighting Alarm systems & Extinguishers, Intercom, Motor & Pump Maintenance, Electrical Maintenance, Pest Control Management, Accounts Maintenance etc.
- Security & House Keeping Manpower Management & Scheduling.
- Co-ordination with vendors and Government agencies like BEST/MTNL/BMC etc.

- 7) **Worked as Secretary in Eastern Petrochemical Co. Ltd., K.S.A under sponsorship of M/S Hadi Al Najrani from December 1998 to September, 2002.**

Job Functions & Responsibilities

- Scheduling of meetings, appointments, training programs, safety sessions, seminars etc.
- Attending calls, Reservation/Booking/Cancellation of conference hall for seminar/training sessions.
- Maintenance of leave records and musters.
- Co-Ordination with recreation and gymnasium staff for recreational facilities for employees of the company and allocation of work to subordinates.
- Checking stationery requests of different departments and sending it for department manager's approval as per stationery schedule.
- Preparation of weekly reports of stock/consumption statement of cafeteria.
- Preparation of Reports, Time sheets, Inter Office memos, letters and Co-ordination with concerned department heads and Out Contractors.
- Checking of telephone bills/courier receipts (Personal/office Purpose) for telephone/fax provided.
- Co-ordination with ISD for issuance of identity cards (employees/contractors), safety items, safety awards or prizes.
- Preparation of Service Request Order & Scheduling of Maintenance team (Office/Housing).
- Maintenance of AMC records, personnel records training material/items and proper filing of all related routine records.

8) Worked as Administrative Assistant in International Business Associates from September 1995 to September, 1998.

Job Functions & Responsibilities

- Correspondence and Co-ordination with clients & various department heads.
- Maintenance of leave record & muster.
- Order booking, order processing, dispatching, invoicing & replacement.
- Stock record maintenance.
- Preparation of payment receipt advice and regular payment follow-up.
- Bus service co-ordination & deployment of peons.

9) Worked as Marketing Co-ordinator in M/S Kristeel Shinwa Industries Ltd. from June, 1992 to August, 1995.

Job Functions & Responsibilities

- Payment follow up & monitoring.
- Production & dispatch follow up, monitoring & Maintenance of records of rejected/replaced goods.
- Correspondence and Co-ordination with various department heads and clients.
- Preparation of monthly reports & work orders.
- Updation of records on computer, monitoring & proper filing of records.
- Intimation through inter office memo in case of amendment of work orders.

Training programs attended:

- 1) Attended seminars of Total Quality Management, Motivation, Team Building etc. conducted by Mr. John Mani.**
- 2) Attended training program on Personal Power Programs conducted by Mrs. Ameeta Shah.**
- 3) Attended Training program on Effective Business Communication conducted by Mrs. RituYadav of M/S Blue Pencil**

DATE OF BIRTH : 7th October, 1969

LANGUAGES KNOWN : English, Hindi & Malayalam

MARRITAL STATUS : Married

Acknowledgement

I hereby declare that the above mentioned particulars are true to my knowledge and belief.

Place: Mumbai

Date:

LEO JOSE PULIKOTTEL