

Samidurai P

Mobile: 0091 8754152275; **E-Mail:**swamiduraisp1@gmail.com
Current Address: 104, Spring Leaf-C, Lokhandwala Complex, Khandivali (E), Mumbai



Management Professional:

Secretarial & Administration / Tender Coordination / Site Coordination

PROFESSIONAL SNAPSHOT

- ⇒ With around **10 years** of experience in Secretarial/Administration, Tender coordination & Site Operation coordination in UAE.
- ⇒ **10 years** of experience in Secretarial/Administration in India.
- ⇒ A Graduate in Economics with excellent PC skills.
- ⇒ Experience in liaising with Clients and Consultants.
- ⇒ Proven leadership skills in motivating multi-cultural and multi-functional teams.
- ⇒ Leadership qualities and people-oriented management expertise to provide direction and effective support to multi-disciplinary and multi-cultural teams.
- ⇒ Good Planning and organizational skills.
- ⇒ Ability to work under tight deadlines and pressure.
- ⇒ Proven ability to react positively and effectively in emergency situations.
- ⇒ Adaptable, flexible, able to deal with a wide range of conflicting needs and demands.
- ⇒ Strong and proven experience in people management.

AREAS OF EXPERTISE

Secretarial

- ⇒ Taking Minutes in the meetings.
- ⇒ Preparation of meeting Agenda/Report for the meetings.
- ⇒ Commercial, self-correspondence with Clients & others.
- ⇒ Preparation of slides for company presentation – Power Point Presentation of any projects to clients & business plan.
- ⇒ Making travel arrangements and hotel accommodation for guests and new joinees.
- ⇒ Scheduling meetings.
- ⇒ Preparing expenses statement and arranging reimbursement for superiors.
- ⇒ Maintaining files (hard & soft copies) of various documents.

Admin

- ⇒ Organizer for staff trainings
- ⇒ Hotel booking for new joinees and guests.
- ⇒ Ticket bookings for Managers
- ⇒ Preparing Inter office memo with regard to Admin/HR matters.

Tender Coordination

- ⇒ Involving in preparation of Prequalification/Tender Submission
- ⇒ Typing of tender related documents and covering letters.
- ⇒ Tender coordination with tender team.
- ⇒ Maintaining Tender bond status.

Site Coordination

- ⇒ Tracking incoming and outgoing letters project wise.
- ⇒ Follow up of works with various departments.
- ⇒ Arranging Competency Certificate for Engineers from TRANSCO/ADDC/AADC.
- ⇒ Preparing project letters to clients/consultants.

CAREER HIGHLIGHTS

Chandan Steel Limited, Umbergaon



January 2020 to till date

Executive Assistant to Chief People Officer/Chief Executive Officer

Chandan Steel Limited's facility is capable of producing 40,000 tons of finished products per annum and caters to a wide range of industries; including waste management systems (water treatment), chemical industries and oil and gas industries (E&P Sector).

Key Deliverables:

- ⇒ Drafting letters
- ⇒ Preparation of Internal memos/Circulars
- ⇒ Preparing Presentation and Reports
- ⇒ Involving in HR activities of subsidiary company
- ⇒ Handling Accounts of a subsidiary company
- ⇒ Follow up of works
- ⇒ Taking care of travel arrangement of personnel
- ⇒ Admin works
- ⇒ Documentation works



Sep. 2017 to Dec. 2019

International Capital Trading (ICT), Abu Dhabi

Executive Assistant to Chief Development Officer

International Capital Trading is a Real Estate conglomerate that owns and operates extensive properties in the Region. It offers crafted luxury apartments, villas & townhouses to its clients' needs since its inception.

Key Deliverables:

- ⇒ Drafting letters
- ⇒ Preparation of Internal memos/Circulars
- ⇒ Preparing minutes of meetings
- ⇒ E-mail correspondence
- ⇒ Scheduling meeting with suppliers/Subcontractors/Guests.
- ⇒ Preparing monthly Project Progress Reports



Jan. 2012 to Aug. 2017

ETA Group (Engineering Division), Abu Dhabi

Executive Secretary to Chief Operating Officer

Emirates Technical Associates carry out Engineering, Procurement & Construction works for EHV Substations, Power Distribution, UG Cabling and OHL network up to 400kV.

Key Deliverables:

- ⇒ Taking dictation and drafting letters.
- ⇒ E-mail correspondence
- ⇒ Scheduling meeting with suppliers/Subcontractors/Guests.
- ⇒ Preparation of meeting agendas/Circulars/Memos etc.
- ⇒ Liaising with Client for Tender submission/meetings/correspondences
- ⇒ Preparing expenses statement for reimbursement
- ⇒ Ticket and hotel bookings for boss.
- ⇒ Diary Management
- ⇒ Training coordination and maintaining original certificates such as First Aid and Fire safety, H2S Training, Scaffolding, Rigging & Slings, Defensive Training & Supervisor skills of Engineers

ETA Group (Construction Division), Dubai
Executive Secretary to Executive Director

ASCION is the construction wing of ETA ASCON. The company operates in fast growing markets like UAE, Saudi Arabia, Qatar, Seychelles and India. Since its inception in 1973, it has built numerous prestigious projects.

Key Deliverables:

- ⇒ All secretarial works in Executive Director Office.
- ⇒ Minutes of meetings.
- ⇒ Taking dictation and drafting letters
- ⇒ Preparing self-correspondence at times.
- ⇒ Ticket booking/visa arrangement/hotel bookings etc.
- ⇒ Filing soft copy and maintaining hard copies of correspondences at Director Office.
- ⇒ Preparing expenses statement and claiming from Accounts Department
- ⇒ Preparing internal notes/Inter-office memos/meeting agendas etc.
- ⇒ Diary management such as arranging meeting for Director on daily basis.



Ispat Industries Ltd. (Mittal Group), Dolvi, Navi Mumbai
Executive Secretary to Vice President Technical Audit

Mar. 2008 to Aug. 2009

Ispat Industries Ltd is one of the leading integrated steel makers and the largest private sector producer of hot rolled coils in India. A corporate power house with operations in Iron, Steel, Mining, Energy and Infrastructure.

Key Deliverables:

Apart from all secretarial works

- ⇒ Preparing plant visit reports
- ⇒ Minutes of production meeting on daily basis.
- ⇒ Preparing brief reports related to steel production
- ⇒ Arranging conference call
- ⇒ Stationery arrangement and monitoring its usage



Reliance Industries Ltd. (RIL), Ghansoli, Navi Mumbai
Executive Secretary to Sr. Vice President, Petroleum Division (S & D Division)

Aug. 2007 to Feb 2008

RIL is the second largest public traded company in India by market capitalization and is the second largest company in India by revenue after the state run Indian Oil Corporation. The company is ranked no. 107 on the Fortune global 500.

Key Deliverables:

- ⇒ All Secretarial works.

Crystalin Institutes, Nerul, Navi Mumbai

April 2004 to July 2007

Admin Executive

Crystalin Institutes is a coaching classes for students of engineering, Commerce and Science courses.

Key Deliverables:

- ⇒ Scheduling classes
- ⇒ Canvassing students to enrol maximum no. of students.
- ⇒ Selection of specialized tutors for respective courses.
- ⇒ Arranging stationery and other necessary items for Institutes.
- ⇒ Preparing Notes for students
- ⇒ Preparing monthly income and expenses statement.



GermanischerLloyd, CBD Belapur, Navi Mumbai

Sep. 2003 to Mar. 2004

Office Coordinator

Germanischer Lloyd is a classification society based in the city of Hamburg, Germany, As a technical supervisory organization Germanischer Lloyd conducts safety surveys. Its technical and engineering services also include the mitigation of risks and assurance of technical compliance for oil, gas and industrial installations as well as wind energy parks.

Key Deliverables:

- ⇒ Preparing Inspection Reports and Release Notes.
- ⇒ Preparing Quality certificates.
- ⇒ Preparing Invoices for clients.
- ⇒ Stationery Procurement and tracking consumption.
- ⇒ Preparing Minutes of Meetings.
- ⇒ E-mail correspondence
- ⇒ Taking dictation and drafting letters.
- ⇒ Preparing expenses statement for reimbursement.

Petrosolv India Ltd., Mumbai**June 1999 to August 2003****Stenographer cum Admin Assistant**

Petrosolv India Ltd is a pharmaceutical distribution company and its export wing called Petrosolv India Company is into exports of pharmaceutical raw materials.

Key Deliverables:

- ⇒ All Secretarial works.

ACADEMIC CREDENTIALS

- ⇒ **B.A., (Economics)** from Manonmaniam Sundaranar University - Year 1996
- ⇒ **M.A., (Economics)** from University of Chennai - Year 2003

ADDITIONAL QUALIFICATION

- ⇒ Shorthand – 100 WPM in English from Tamil Nadu Govt. Technical Education, Year 1997
- ⇒ Type-writing – 45 WPM in English from Tamil Nadu Govt. Technical Education, Year 1994
- ⇒ Type-writing – 30 WPM in Tamil from Tamil Nadu Govt. Technical Education, Year 1994
- ⇒ Electronic typing from Thangam Commercial Institute, Tamil Nadu
- ⇒ PGDCA – Computer Application from PITMAN Computer, Tamil Nadu
- ⇒ Basic First Aid and Fire Fighting course, International Centre for Training and Development (ICTD)
- ⇒ Basic Arabic course in Nadia Training Institute, Abu Dhabi

COMPUTER FORTE'

Well versed with DOS, Windows, MS Office

Operating Systems: Windows Xp, Vista, Windows 7

PERSONAL DOSSIER

DOB	15/02/1974
Nationality	Indian
Marital Status	Married
No. of Dependents	3
Languages	English, Hindi, Tamil, Arabic (Basic) & Malayalam