

# TIJO K. JOSEPH

Administration Professional offering over 20 years of expertise in managing Manpower, Projects, Procurement, Logistics and Other Administrative tasks - seeking Managerial position in Administration, Project management, Human Resources or Key Account Management preferably in Maintenance, Construction, Contracting, Hospitality or Oil & Gas sectors.

## EXPERIENCE

 **AL REEM HOSPICO LLC | AL AIN | UAE**  
(Industry - Facility Management)  
**ADMINISTRATIVE OFFICER (PROJECT)**

(December 2019 - till date)

**CLIENT: NEW AL AIN HOSPITAL (SEHA) | Managing 300+ employees**

- Provide high level of administrative support inclusive of **HR, Logistics, Procurement, Store keeping, Payroll and Health & safety** within the premises.
- Ensure adherence to all Health & Safety documentation, training & policies.
- Administer and ensure all **personnel files** and other databases are up to date.
- Coordinate and collate all departments' **monthly reports** into one format for the client.
- Create track & maintain **security and cleaning KRI's and KPI's**.
- **Procurement** - raising client purchase orders, obtaining necessary approvals and processing till the receipt of the items.
- **Logistics Management** - Manage corporate travel bookings and related requirements, manage staff transports.
- **Team management** - including task allocations and overtime management. Lead payroll for cleaning and security and cover in other payroll functions when required ensuring compliance.
- Ensure the provision of **client visitor data** for client reporting.
- Prepare reports using **Computer aided facility management (CAFM)** for **SEHA** including dashboards for Personnel, Logistics, Leaves, Employee Transfers and Employee exits.
- Snagging and desnagging management by implementing Agile methodology - improve quality of Snagging, better personnel and time management.





 **CLEAR WATER BAY TECHNOLOGY (P) LTD | INDIA**  
(Industry - Technology)  
**ADVANCE EXCEL ANALYST**

(Jan 2019 - Dec 2019)

- Responsible for maintaining, improving, and building new reporting capabilities for cross-functional areas of the business.
- Take reporting and analysis requirements defined by the data and reporting team lead and use Power BI data to create ad hoc reports in Excel.
- Perform analysis in Power BI and/or Excel by direction of the data, use of statistics to solve problems and perform moderately complex data analysis.
- Conduct data audits to identify discrepancies or issues, troubleshoot data anomalies and irregularities.
- Provide actionable intelligence to operations team members to support program management and oversight.
- Prepare written and oral reports that communicate necessary information to internal and external customers.



## GET IN TOUCH

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## EXPERTISE IN

### PROJECT ADMINISTRATION



### OVERTIME MANAGEMENT



### HIRING & ONBOARDING



### TIME & ATTENDANCE MANAGEMENT



### VENDOR MANAGEMENT



### NEGOTIATIONS



### LOGISTICS & SUPPLY CHAIN



### INVENTORY CONTROL



### INVOICING



### EMPLOYEE EXITS



### FACILITY MANAGEMENT



### TASK ALLOCATIONS



### CONFLICTS MANAGEMENT



### COSTING & BUDGETING



### CUSTOMER RELATIONSHIPS



## TECHNICAL SKILLS

- **SAP**
- **MS EXCEL EXPERT**  
(verify.certiport.com WbQaY-FMpx)
- **MS POWER BI**
- **COMPUTER AIDED FACILITY MGT**

## EDUCATION

**1998 - BACHELOR OF COMMERCE**  
Mahatma Gandhi University | India.

## CERTIFICATIONS

- **PMP**

- Identify opportunities to impact operational results, make changes to processes, and support strategic initiatives.
- Produce & streamline ongoing monthly, quarterly & annual reports.

**SAMSUNG ENGINEERING | SAUDI ARABIA** (Jul'11 – May'15)

**CHIYODA CORPORATION | QATAR** (Jun'06 – Feb'09)

**SPICHEM | SAUDI ARABIA** (Sep'04 – May'06)

(Industry – Oil & Gas)

### ADMINISTRATOR

- Answer incoming calls; taking messages and re-directing calls as required, dealing with email enquiries.
- Data entry (sales figures, property listings etc.) & maintenance.
- General office administration such as ordering stationary, organising travel and accommodation for staff and customers.
- Arrange both internal and external events.
- Maintain the company social media accounts.
- Provide administration support to Sales Reps, Managers and Senior Management.
- Inventory and stock management.
- Logistics and supply chain management including vendor, transport and documents controlling.
- Manage emails, letters, packages, phone calls and other forms of correspondence.
- Diary management and arranging appointments, booking meeting rooms and conference facilities.
- Manage agendas, travel plans and appointments for upper management.
- Perform Bank reconciliations and follow up on receivables.
- Support bookkeeping and budgeting procedures for the company.
- Create and update databases and records for financial information, personnel and other data.
- Submit reports and prepare proposals and presentations as needed.

**ORYX FASHION HUB | INDIA**

(Industry – Apparels)

### CO-FOUNDER

(May 2015 – Dec 2019)

- Identify Market Opportunities.
- Manage Product Development.
- Direct Marketing and Promotion.
- Develop Financial Estimates.
- Create Business Plans and Documents.

**MAGNUM GROUP OF COMPANIES** (Mar' 2009 – Apr 2011)

(Construction)

**ALLEN & HABOUR HI-TECH, KERALA** (Apr '2003 – Apr 2004)

((Optical)

**KOKKAD PHARMACEUTICALS LTD** (Jan'2000 – Mar'2003)

(Pharmaceuticals)

### ACCOUNTANT

- MAGNUM GROUP OF COMPANIES worked as Administrator and Procurement Manager
- ALLEN & HABOUR HI-TECH, worked as Branch Manager
- KOKKAD PHARMACEUTICALS LTD Worked as an Accountant

## ACHIEVEMENTS

- Reduced overhead costs by 5% by introducing 'OnSite Application' and introducing Agile and Scrum Methodology to Manage the project which reduced cost & time.
- Created dashboards for financial data presentations using Advanced Excel power query and power BI for conducting data analysis.
- Managed 7000+ employees in Samsung Engineering.
- Generated additional revenue of around 2.5 million USD by reselling the staff accommodation facility to third party for Samsung Engineering.
- Hired 4000+ employees for Samsung Engineering.



## PERSONAL INFO

**Nationality:** Indian

**DOB:** 28 September 1976

**Gender:** Male

**Civil Status:** Married

**Languages:** English | Hindi  
Malayalam

**Visa Status:** Employment visa

**D. License:** UAE

## REFERENCES

Available on request.