

Gireesan Nair

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PROFILE

- Having vast experience in the areas of business development, administration and public relation field. Worked with CEOs of MNCs in India and Middle East.
- Meeting U.S Clients at Al Dhafra Air Base in connection with upcoming Projects, pending Payments and other issues related to on-going Projects.
- An articulate communicator with proven interpersonal and negotiation skills, honed with excellence and ability to work under pressure.

WORK EXPERIENCE

AUG 2013 - JULY 2018
POSITION
RESPONSIBILITIES

Saif Bin Darwish, UAE
Office Administrator

- *Maintaining attendance of all workers.*
- *Entering all service history of the Machines in Oracle.*
- *Preparing invoices.*
- *Document control.*
- *Dealing with petty cash.*
- *Making parts request and making purchase requests in Oracle.*
- *Sending inquiries to different suppliers for quotations.*
- *Arranging meetings and making Minutes of Meeting.*

JAN 2013 - NOV 2012
POSITION
RESPONSIBILITIES

NGI Global, UAE
Business Development Officer

- *Coordination with American clients in connection with existing and upcoming projects.*
- *Coordination with subcontractors and suppliers.*
- *Invoice submission and arranging timely release of payment.*
- *Submission of quotation and its follow-up.*

<p>JUNE 2006 - NOV 2012 POSITION RESPONSIBILITIES</p>	<p><i>NGI Global, UAE</i> <i>Business Development Officer</i></p> <ul style="list-style-type: none"> • <i>Coordination with American clients in connection with existing and upcoming projects.</i> • <i>Coordination with subcontractors and suppliers.</i> • <i>Invoice submission and arranging timely release of payment.</i> • <i>Submission of quotation and its follow-up.</i>
<p>APRIL 1997 - MAY 2006 POSITION RESPONSIBILITIES</p>	<p><i>M/s Puri International Pvt. Ltd. - Mumbai,India</i> <i>Administrative Officer</i></p> <ul style="list-style-type: none"> • <i>Correspondence with various insurance companies for Insurance Claims.</i> • <i>Liaison with R.T.O. for tax and other related issues of vehicles/Machinery.</i> • <i>Coordination with clients and consultants in connection with various project related issues.</i> • <i>Liaison with bank officials for various credit facilities.</i>
<p>JAN 1985 - MARCH 1997 POSITION RESPONSIBILITIES</p>	<p><i>M/s Puri International Pvt. Ltd. - New Delhi,India</i> <i>Personal Secretary to Managing Director</i></p> <ul style="list-style-type: none"> • <i>Maintaining Confidential files of company, Income Tax / Wealth Tax files of Directors.</i> • <i>Correspondence with various insurance companies for Insurance Claims.</i> • <i>Drafting letters with Client / Bank / Income Tax etc.</i> • <i>Taking shorthand dictation and transcription.</i> • <i>Fixing appointments with business counterparts.</i> • <i>Arranging tour program for Directors.</i>

KEY STRENGTH AREAS

- Very good speed in Typing and taking notes in shorthand, Excellent self correspondence and communication skills.
- Possessing valid Indian and UAE Driving License.

PERSONAL DETAILS

MARITAL STATUS:	Married
EDUCATIONAL QUALIFICATION:	B.Com
TECHNICAL QUALIFICATION:	Typewriting, Shorthand, Diploma in MS Office, Thorough knowledge of MS Office and Internet applications, Familiar with ERP System (Oracle).
EXPERIENCE IN INDIA:	21 years
GULF EXPERIENCE:	12 years
DRIVING LICENSE:	Possessing Indian and UAE driving licence
LANGUAGE KNOWN:	English, Hindi and Malayalam