

Michael George Marshall.J

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Availability: Available to start work immediately.



Objective

- To secure a challenging **position in the field of Admin, Exports & Imports** within a **progressive reputed organization**, facilitate professional growth and utilization of my qualification and experience, while embracing new methodologies & strategies to remain competitive in the market.

Core Skills

- Administrative operation
- Client Relationship
- Record Management
- Transport Arrangement
- Timesheet Preparation
- Appointment Setting
- Document Control

Personal & Professional Profile

- Result-oriented professional with ability to work independently and coordinates with management.
- Able to work under tremendous pressure and meet stringent deadlines with ease and efficiency.
- Good inter-personal relations and communication skills.
- Leading & dealing effectively in a multicultural environment.

Educational Qualification

- **Bachelor of Commerce** – Manonmaniam Sundaranar University Tamil Nadu – India in 2007
- **Diploma in Export Import Management in Welinkar Institute of Management Development & Research Matunga Mumbai.**

Certification

- **Oil & Gas Fire Safety/First Aid Course in Micro Small & Medium Enterprises (MSME Govt of India) – Chennai 2012.**
- **Attended the microlight flying program conducted by the National Adventure Foundation (Govt of India) May 2004**

Professional Experience

LOYAL BUILDING CONTRACTING LLC – Dubai UAE

Site Admin from (Jun 2016 – April 2022)

Job Profile:

- Prepare the Gate passes for our company staffs and labours
- Responsible for handling the petty cash and keeping the record of expenses
- Responsible for maintaining the records of office inventory
- Coordinating with the dealers, suppliers and vendors
- Giving full administrative and secretarial support to the Officer Manager
- Deal with enquiries from all staff, Supplier, Labours and visitors in a courteous and professional manner (face-to-face, over the phone and through email)
- Maintaining accurate records of visitors and client activities
- Preparing monthly salary sheets for Labours and Staffs
- Assist the accounts department for making the salaries of employees.
- Maintain the existing employees and take the feedback from them
- Present the suggestions for the seniors of employees and implement their order
- In charge of the day to day operations of the transport department

CODE CONTRACTING COMPANY LLC – Abu Dhabi UAE

Document Controller from (Dec 2013 – Jan 2016)

Job Profile:

- Assisting departments with queries on documentation requirements & submissions
- Maintaining a tracking facility to enable documents to be updated easily
- Checking dispatch documents are accurate
- Maintain hard copy & Electronic Document Control records
- Handle the Stationary Materials & Computer, Printer related items send to Site and Follow it Properly
- Prepare confidential and sensitive documents.
- Handle the Bills & Vouchers for Purchasing Materials
- Follow up the Current Market Price
- Arrange for outgoing mail and packages to be picked up
- Shortlisted Resumes and send to Concern Department

MUTHOOTTU MINI FINANCERS PVT LTD – Vadakankulam India.

Assistant Manager from (September 2012 - March 2013)

Job Profile:

- Cash Handling – Collect the cash/cheques from the customer and provide them the receipt by crediting his account in system. Keep the daily collection of cash and cheques in Safe and ensure that locked by the Manger with the second key.
- Tally total collection of cash/cheque during the previous day with the system generated report and deposit them into bank.
- Send the original deposit slip of previous day collection to the HO immediately after depositing them into bank along with the collection report and copies of receipt.
- Follow up with the customers for collection of old and overdue payments by sending letters or by telephone calls.
- Handling of petty cash to manage the day to day expenses. Get the approval of Manger in the vouchers before making any payment to staff or customers and post them in system.
- Get the reimbursement done in time by the sending the petty cash summary along with the duly approved petty cash vouchers to HO.
- Keep the Manual Receipt Book, Vouchers and important documents in safecustody.
- Send weekly monthly collection details to HO through Branch Manager.
- Knowledge of gold checking, gold mortgage, money transfer, Debentures and Bonds..

IYAPPAN & CO (Exports & Imports) Chennai, India.

Export Executive from (June 2009 – July 2012)

Job Profile:

- Handling Export and Import Documentation.
- Handling the Customs Clearance.
- Making Commercial Invoice and Packing List as per order.
- Co-ordinating with Delivering agents, Transporters for Delivery of Shipments and Planning for Delivery.
- Preparing Daily Status Report of Export & Import Shipment.
- Prepare all documentation required by the customs broker to enable them to completethe airline's air way bills (AWB).
- List all shipments with their respective AWB numbers, by flight and mail theinformation to the respective branch offices to handle customs at the airport.

TVC SKYSHOP LTD, Mumbai, India.

Order Processing Executive from (January 2008 – March 2009)

Job Profile:

- Handle the Customers Order.
- Handle the Customers problems.
- Explain the Product Details to the Customer answering customer questions in an accurate and timely manner as well as selling products.
- Maintained catalog & product knowledge

Computer Proficiency

- MS Office, Excel, Power Point
- Proficient in Tally 9

Languages Known

- English
- Tamil
- Hindi
- Malayalam

Personal Details

- Date of Birth : 26th April 1985
- Nationality : Indian
- Marital status: Married
- Visa Status : Visit Visa
- References : Available on request