



Jijo George Philip

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Contact no:

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in: [linkedin.com/in/Jijo Philip](https://www.linkedin.com/in/Jijo Philip)

Personal Data:

Date of Birth: 25/12/1985

Gender: Male

Nationality: Indian

Marital Status: Married

Passport Number: T8146942

Visa Status: Visit

Languages Known: English, Hindi, Tamil, Arabic, Malayalam

Hobbies:

Driving, Travelling, Football, Cricket, Badminton

Career Objective

To work in a career based, motivating and challenging environment where I can freely transfer my knowledge, in born talents, passion, potential and technical skills as an individual or as a team towards service, meeting targets and attaining goals set. Ensuring this is achieved efficiency and effectively. And I will be able to utilize my physical abilities, attention to detail and technical skills.

Key Skills

- Data Processing Clerk
- Administration Officer
- Communication
- Office Assistant
- Time Management & Organizational
- Administration Assistant
- Problem Solving & Analytical thinking

Education Qualification

- Pursuing Bachelor in Business Administration with Elective in Data Science and Analytics
- HSC/Intermediate
Higher Secondary Examination Certification in Commerce

Computer Skill Summary

- Application Packages: M.S Office (Word, Excel, Power Point, Outlook) and Internet E-mail operations
- Successfully Completed Training Program for MCSA (Microsoft Certified Solutions Associate)
- Installation of Windows Operating Systems, and other necessary computer applications

Work Experience

- ❖ Worked as Line Leader in HR Administration at Almarai Company on (2013 – 2021)
- ❖ Worked as Administration Office Assistant at Almarai Company on (2010 – 2013)
- ❖ Worked as Accountant/System Administrator at Popular Finance on (2006 – 2009)

Roles and Responsibilities:

- **HR Administration:** Provide office support services, maintain employee files, document handling, filing and liaise with HR Supervisor on administrative matters.
- Deal with Head Office for employee's personnel queries.
- Coordinate with passport, traveling and payroll to ensure that employees travel documents are processed and employees are leaving as per the plan raising leave and travel request for employees.
- Payroll/TNA Administrator: Registering all employees in finger scan units and monitoring Time and Attendance as per the company rules.
- Updating all approve leave and generating the reports of working, overtime hours and provide to Finance and department managers on periodic & weekly basis.
- Travel Desk Specialist: Updating and handling all leave travel requests, air ticket details, hotel reservation requests, exit re-entry visa, efficiently by data entry and analysis through relevant software to circulate weekly and monthly reports to management.
- **Administration Office Assistant.:** Answering calls and all related correspondences.
- Responsible for the operation and maintenance of office machines and maintaining office equipment as needed.
- Providing support in day-to-day office administrative work as and when required and any other duties assigned.
- Managing Visitors and Coordinating events as necessary.
- Maintaining Company Notice Boards, systematic filing and safe keeping of important document all incoming, outgoing letters, faxes, issuance of stationery items within Admin department.
- **Accountant/System Administrator:** Represent the City on the Systems Department Board to provide input on current issues and future needs enhancements.
- Maintenance of Systems up to date and serve as key department contact for all system issues and support. Coordinate, Train system users within the Finance Department, test, troubleshoot, implement Finance system upgrades, and establish security requirements and user profiles for all system users.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned

Place: Abu Dhabi, UAE

Yours faithfully
(Jijo George Philip)