



Tittu Thomas

Administrative Assistant

Experienced labour administration & labour management with a demonstrated history of working in the construction industry more than 3 years. Skilled in Oracle, Microsoft Office. Strong operations professional with a Bachelor's degree focused in Business Administration



alexthomas898@gmail.com



971561527547



Dubai, United Arab Emirates

SKILLS

Documents Controlling

Microsoft Office

Network & Administration

Communication

Teamwork

Problem solving

IT skills

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

Tamil
Limited Working Proficiency

PERSONAL DETAILS

Name: Tittu Thomas

Age: 23

Nationality: Indian

Visa Status:
Employment Visa

EDUCATION

Bachelor of Business Administration

Mahatma Gandhi University

06/2017 - 03/2022

Kottayam, Kerala, India

Courses

- Information Technology
- Business Management
- Finance & Administration
- Business Development

Higher Secondary School

National Institute of Open Schooling

06/2015 - 05/2017

Thiruvalla, Kerala, India

Courses

- Computer Science

WORK EXPERIENCE

Administrative Assistant

Al Shafar United - ASU (ASGC Group - Dubai)

02/2021 - Present

Dubai

The history of ASU begins in 1997, as MEP department of ASGC Group, that can handle most of the construction cycle in-house, giving it a high degree of control on all projects. Presently, ASU is one of the leading MEP contractors working on independent projects and also ASGC projects.

Tasks

- Workers Payroll Management
- Attendance Management
- Wages and Salary Administration
- Managing Labour Documents

Contact : Xavier Paily - xavier.paily@asgcgroup.com

Accounts Assistant

Sankaramangalm Construction

03/2018 - 01/2021

Thiruvalla, Kerala, India

Tasks

- Preparation of Invoice
- Document Handling
- Preparation of Salary Statement & Payroll

Contact : Ajin George - ajinkg@gmail.com

IT KNOWLEDGE

Oracle ERP

IT Systems & Management

Networking & Administration

OS Installation

Access Control Management