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**Sathish**

**Location : UAE, Dubai**

**Sathish.148884@2freemail.com**

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| **CAREEER OBJECTIVE** |

 **To secure a promising position that offers both a challenge and good opportunity for growth.**

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| **PROFILE** |

* **Competent and experienced professional with a proven track on Administration, and Document Controller over 4 years.**
* **Outstanding communication and motivational abilities to facilitate attainment of strategic goals and bottom line objectives.**

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| **CAREER GRAPH** |

**SHRIRAM TRANSPORT FINANCE CO LTD, TAMILNADU June 2010 – May 2011**

**Document Controller cum Administrative Asst**

**FASTENER POINT INDUSTRIES – UMM-AL-QUWAIN, UAE June 2011 – July 2013**

**Administrative Asst**

**SHRIRAM TRANSPORT FINANCE CO LTD, TAMILNADU Aug 2015 – June 2017**

**Administrative Asst**

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| **PROFESSIONAL EXPERIENCE** |

**SHRIRAM TRANSPORT FINANCE CO LTD, TAMILNADU**

* **Reviewed charge documents for accuracy as well as corrected errors, return documents to source or enter missing data.**
* **Maintained control of input documents by properly following batch control procedures.**
* **Maintaining and updating all the necessary records, files, and databases.**
* **Receiving, sorting, distributing, and dispatching the incoming and outgoing mails and couriers.**
* **Maintained and compiled the records of business transactions and office activities of establishment.**
* **Bills, receipts, invoices, checks, policies and statements are sent after preparation.**
* **Other duties like book keeping, purchase supplies and payroll are also done.**

**FASTENER POINT INDUSTRIES LLC, UMM AL QUWAIN, DUBAI, UAE**

* **Provide administrative support for the department such as answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries.**
* **Maintain front desk procedures including contact information, directions and frequently requested company information**
* **Coordinate and perform a range of staff as well as operational support activities for the unit.**
* **Handled all official company correspondence efficiently**
* **Upgraded all office filing system**
* **Typed entire company documents and correspondence**
* **Created a systematic and reliable computerized customer database**
* **Responsible for training of new employees who joined the organization.**

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| **EDUCATION CREDENTIALS** |

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| **Course** | **Name of Institution** | **Tenure** | **%** |
| **MBA (Operations)** | **Thanthai Hans Roever College** | **2013-2015**  | **62%** |
| **B.Com, (Comp.Appli.)** | **Thanthai Hans Roever College** | **2007-2010** | **68%** |

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| **PROJECTS** |

* **A STUDY ON TOTAL QUALITY MANAGEMENT M/S PKR FASHION CLOTHES TIRUPUR**
* **To study the level of commitment of employees towards their work.**
* **To find out the factor influencing the commitment.**
* **Decrease of mistakes in all operation areas.**
* **Organizations have the certification of ISO 9000.**
* **Organization providing quality assurance system & Operation.**
* **Organizations have quality circle.**
* **The people are involved in quality circle.**
* **Organization is going for the quality audit in this company.**
* **This is the organization used bench marking.**
* **Responders practicing the 5’s Japanese philosophy.**

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| **TECHNICAL SKILLS** |

**Operating System : DOS, Windows 98/2000/XP/2007**

**Package : MS Office**

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| **PERSONAL DETAILS** |

**Father Name : Srinivasan. P**

**Marital Status : Unmarried**

**Nationality : Indian**

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| **DECLARATION** |

**Language’s known : Tamil, English & Hindi**

**I hereby declare that the above said information is up to my knowledge and best of my belief.**

**Yours Faithfully**

**Date:**

**Place:**

**(SATHISH.S)**