Riyas

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**OBJECTIVE:**

Seeking a challenging career in the **Office** **Administrator** field where I can utilize my 7.2 Years of previous experience to improve my skills and support my team work to build up powerful and successful system in all possible fields….

**Educational Qualification**:

* **SAP** (**Material Management**) from Amino Software info tech Pvt., ltd., Bangalore. INDIA
* **BBA (Administration)** [2005]
* Studied **higher secondary** school from S.S.Pavalar higher secondary school. Edalakudy, TN [2002]

**Employer: Desert Group L.L.C. (Oct’2012 – May’2013, Dubai)**

**Administrator**

* Raising internal purchase request for site materials.
* Preparing and maintain the summaries of client Quotation, Invoices, delivery note, work orders Etc..
* Monitoring and managing the inventory quantities are sufficient for needs
* Informing the superior if the materials needed in inventory
* Contact head suppliers in the company to scheduled deliveries and to resolve shortages, missed or late deliveries, and other problems.
* Maintaining and reviewing purchasing invoice files, reports and price lists
* Check and approve expenditure bills for payment.
* In- charge of Accounts and Site petty cash
* Prepare weekly / monthly petty cash budget, Petty cash statement & Maintain financial files and records
* Attendance will be submitted through Orbit (If required SAP) on daily basis.
* Arranging gate pass for workers, supervisors, engineers and concern dept., staffs.
* Arranging vehicle’s carrying pass for material
* Preparation of reports, justification and support documentation
* Preparing monthly project report
* Preparing Monthly / yearly contract bills submission to clients

**Employer**: **ETA – Melco (Mar’2008 – Oct’2012, Dubai)**

**Office Administrator**

* Preparing job processing requests
* co-ordinate with overseas factories & Branch office about ‘on hand’ processing jobs
* Prepare the reports, spreadsheets, and administrative documents as per requirements.
* Processed & amended job documents forward to Branch office
* Records maintain & take backup at Server
* Processed & revised documents maintain & Update in the status software
* Preparing monthly/weekly sales & ISO report
* Organize and assign mail distribution for all the employees.
* Keep [daily records](http://www.bestsampleresume.com/sample-clerical-resume/administrative-clerical-resume.html) of office documents and process all relevant records.
* Maintain statistics, databases, and adhere to client contracts.
* Analyzed and produced job statements on the monthly basis.
* Maintain the store documents & records from the branches

**Employer: Rajan & Co. Group of comp. (Aug’2013~Nov-2014, INDIA)**

**Sr. Executive - Service Department**

* Managing & Monitoring call centre works as Demo, Fitting and complaints
* Submission of accurate service reports and defected stocks to General Manager
* Arrange to send the defected to the concern company warehouse and its documentations.
* Call booking for defected stock sets
* Arranging authorized technician from concern companies to solve the defected stocks
* Instruct accounts dept., to arranging Credit note for suppliers who fail to send us replacement
* Checking and advising warehouse to receive the replacement goods.
* Ensuring that operations at the service points match the company’s standards.
* Managing customer centric operations and ensuring customer satisfaction by achieving delivery and service quality norms.
* Involved in Non-Voice operations – customer queries and complaints handled through emails and letters.

**Technical Qualification:**

* Logistics & Import Export Documentation at **Dubai Institute of Business management,** Deira, Dubai
* Diploma in Networking & computer Hardware, Government Polytechnic, INDIA.
* Completed in **MCP (M**icrosoft **C**orporation **P**rofessional) Server Edition at Microsoft Educational Institution, Nagercoil.

**Personal & Passport Status:**

Date of Birth **:** 04/07/1984

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Islam