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|  **Shanthi**  E mail: - shanthi.215146@2freemail.com   |

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| CAREER OBJECTIVE |

To work for a progressive organization where my multi-faced skills, capabilities and experience will enable me to contribute effectively towards long-term development of both corporate & personal goals, and if given opportunity I will definitely make a valuable contribution to the team.

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| CAREER PROFILE |

**A. Kone Middle East LLC. (Dubai).**

Dept. Coordinator

April 2012 to present

Duties Involved:

* Responsible for creating Purchase Requisitions, Goods Receipt and Quality Feedback in SAP System
* Coordination with Logistics dept. with regard to delivered materials and followup the process to convey the right materials to Requisitioner.
* Preparing Handing over Certificates, Civil Defense letter and Warranty Certificates to the Project Engineers.
* Responsible for collecting the Weekly timesheets from NEB Dept. and forwarding to ISC for SAP updating
* Preparing and reviewing all the documents pertainig to final handover from Installation Dept to Service Dept.
* Email correspondence via outlook express with the personnels working in various branches of the Middle East.
* To create Monthly Manpower Report and Safety Reports of various Subcontractors
* Corresponding with various departments and to collect the concerned data with regard t their respective Projects
* Communicating with Project Managers and coordinate with them.
* Collecting and updating DT5 Reports from different kone branches
* Attending to the meetings held by installation department.
* Preparing Operation Manual for Project Engineers upon their request
* Responsible for proper filing
* Submitting Passport details and photos to HR to prepare Site Entry ID Cards.
* Responsible for Day to day operations

**B. Infratech Controls Electro-mechanical Works LLC. (Dubai)**

Admin Asst.

 November 15 2011 to February 15 2012

* Preparing Purchase Orders and Delivery Orders in Excel Format to file them in the System..
* Preparing Invoices
* Answering phone calls and responding to customer queries regarding the information about the Company
* Handling Emails, Incoming and Outgoing Faxes.
* Preparing Petty cash A/c
* Providing Training to the Interns of BITS Pilani
* Configuring the Trinetra Devices.
* Reporting day today transactions to the Manager
* Providing all administrative support to the superior Authorities

**C. Sagar Associates (legal firm, India)**

Junior Legal practitioner (Civil consultant)

August 2006 to July 2009

Duties Involved:

* To maintain office register by maintaining day to day case no’s adjourned dates dismissal dates in the system.
* Assisting senior lawyers in research of lawsuits and other cases brought against the company.
* Assisting counsel in court cases the company has brought against other companies
* Representing clients in litigation.
* Been a legal advisor to different organizations like Banks, Co-operative societies Industrial firms and insurance companies.
* Attending to civil courts and handling viz. matrimonial, property disputes, motor vehicle accidents claims etc.
* Filing regular appeals to the higher courts on the dismissal of the cases by lower courts.
* Preparing list of documents relating to particular cases.
* Organizing meetings with the clients concerning their respective cases

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| EDUCATION |

L.L.B from Vaikunta Baliga College of Law- Mangalore University, India

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| PROFESSIONAL SKILLS |

* Windows 98.
* Ms Office.
* Power Point
* Excel
* Internet & e-mail for windows.
* Computerize accounting in Peach Tree.
* Tally

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| **PERSONAL TRAITS** |

* Excellent working knowledge of all Microsoft Office Packages
* Excellent spelling, proofreading and computer skills
* Committed to Get the Job done to the Satisfaction of Superior.

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| PERSONAL DETAILS |

Date of Birth : 18-07-1981

Place of Birth : Mulky, ( Karnataka State)

Nationality : Indian

Marital Status : Married

Visa Status : Husband’s Sponsorship

Languages known : English, Hindi & Kannada

Hobbies : Reading, singing, debating.

Preferred Location to work : Dubai

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**DECLARATION**

I herby declare that the particulars mentioned above are true to the best of my knowledge..