**First Name of Application CV No 1644696**

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**PROFILE**

BCOM graduate with total 3+ years of rich and varied experience as Administration Executive and Sales Coordinator.

**CAREER OBJECTIVE**

To pursue a highly rewarding career, In Administration, Sales coordinator and secretarial field .where I can utilize my skills and ability to adapt and endure new, challenging working environment that contributes to the mission of organization.

**CORE COMPETENCIES**

* Excellent communication skills in written and verbal English.
* Strong planning and organizational skills with the ability to perform multiple tasks at any given time.
* Excellent with time management.
* Ability to work individually or as part of a team & Self-confident and Extrovert.
* Good presentation, interpersonal, administration, sales coordinator and secretarial skills.
* Keen interest towards learning new things and growing with change,
* Quick adaptability towards changing processes and trends.
* Accounting Packages: Tally.
* Knowledge in Microsoft Office (Word, PowerPoint, Excel, Outlook).

**ACADEMIC QUALIFICATION**

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| --- | --- | --- |
| **Qualification** | **School/ University** | **Year** |
| Bachelor OF Commerce, Specialized in Financial Accountant | St. Aloysius Autonomous College Mangalore University, India | 2014 |
| Higher Secondary Certificate | St. Aloysius Pre-University College, Mangalore, India | 2011 |
| Secondary School Leaving Certificate | Sacred Hearts High School Mangalore, India | 2009 |

**PROFESSIONAL EXPERIENCE**

**Company : SRR Building Material Trading LLC, Dubai, UAE.**

**Designation : Administration & sales coordinator**

**Period : Nov 2014 – Till Date**

**job responsibilities as Admin**

* Using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, Access, Tally.
* Managing daily schedules of the CEO, arranging meetings, checking mails , reverting back accordingly .
* Presenting the documentation , preparing the presentation attending the meetings with the CEO.
* Management of office equipment.
* Planning, Organizing, arranging and coordinating meetings and other activities efficiently.
* Applying Visa, Booking hotel and flight tickets to the Manger, clients and staffs.
* Checking the mails and reverting back accordingly.
* To recommend the budget for various departments, office, or division and, within limitations established by the board.
* Handling external or internal communication and management systems.
* Arranging the interview and coordinating with the concerned person.
* Keep the track of employees appraisal, turn over and their performance.
* Preparing daily report of various department and submitting to the CEO.
* Maintaining the records of bills and expenditure of entire departments.
* Attending meetings, taking minutes and keeping notes accordingly.
* Sending mails to clients, scheduling meetings, presenting documentation.
* Ordering and maintaining stationery and equipment.
* Training and supervising junior staff and delegating work as required.
* Informing to various department regarding upcoming activities ,important notice Sand events.
* Updating monthly Sales report and updating the same.

**job responsibilities as Sales Coordinator**

* Preparing the sales report and Reporting to CEO on daily basis.
* Assisting the sales team, managing their schedules and the distribution of any sales documentation.
* Following up on sales quotations made for clients, negotiating terms with the client at a cost best suited.
* Following up for the payments, local purchase orders and coordinating with delivery department accordingly.
* Responding back my mails for the inquires sent by the customers on quick basis.
* Quality calling with the clients and Customers for feedback and trying to improve on the drawbacks given by them accordingly for sales team.
* Preparing LPOs, taking quotations from various companies.
* Organizing and storing paperwork, documents and computer-based information.
* Preparing quotation and sending them to client.
* Coordinating with indoor and outdoor sales persons.

**Company : HOTEL POONJA INETRNATIONAL, Mangalore, India.**

**Designation : Administrator Executive**

**Period : May 2014 – Oct 2014**

**Job Responsibility:**

* Planning and maintaining Day to Day Schedules of Managing Director.
* Arranging meeting room, conference room and presenting the Documentation to clients.
* Attend the calls of the clients and replying back accordingly
* Maintain attendance sheet of the employees.
* Sending notice to all the clients and employees as recommended by the management.
* Looking after the advertisement in newspapers, television, Radio and on sites.
* Arranging the Stationary and printing requirement for entire the departments.
* Recruitment – short listing the CV and arrange the interview to the candidate as per their desired skills, experience, and education.
* Keeping the record of employee’s leaves, annual vacations, overtime.
* Keep the track of employees appraisal, turn over and their performance.
* Keeping the records of bills and expenditure of the company and trying to reduce the company expenditure.
* Coordinates incoming and outgoing communications and documentation, including distribution as appropriate, obtaining background information and preparing standard replies on behalf of the department.
* Provide support and assistance to the department in any administrative and coordination tasks as and when required by prioritizing the requirement and urgency.
* Handle travel request forms and arrange for travel of employees and preparing leave forms.
* Preparing the budget report and monthly turn over report.

**Company II** : **Amul Milk Products, Mangalore, India**

**Designation : Administrator**

**Period : june 2011 to feb 2014**

**Job Responsibility:**

* Maintaining the records of employees.
* Maintain and recording the employees due salary, vacation, and leaves.
* Preparing the salary to the employees and labors.
* Arranging the stationary to the entire department.
* Following up for the payment with clients and interacting with client directly if needed.
* Responding back to clients by mail , phone and attend the walk in clients.
* Coordinating and arranging meeting with clients.
* Presenting the documentation and reporting.
* Execute secretarial work by prioritizing the requirement and urgency.
* Manage/ Monitor and keep track of all stock and raw material.
* Collect, comply and input data and information in order to produce reports.
* Prepare Invoices, Payment and Receipt Vouchers.
* Handle petty cash & Follow up with Payments, etc.

**PERSONAL DETAILS**

* Date of Birth: :7th June 1993.
* Nationality : Indian.
* Marital Status : Single.
* Languages Known : English, Hindi, Kannada, Konkani, Tulu.

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