**First Name of Application CV No 1648422**

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**ABOUT ME:**

I am a self-motivated, confident coordinator who loves to provide solutions for the ease of society. My career began at RGF(ERI) in Kingdom Of Saudi Arabia and this professional journey encompasses Infrastructure like Universities, Hospitals, Metro Stations, Roads, Hotels, Buildings, and Villas etc. Wide Experience in administration, coordinating, accountancy, tendering and evaluation.

On personal Front, I can converse in English, Arabic, Urdu and Telugu. Art have always fascinated me and I love to spend my time reflecting upon the latest developments in my field.

**HIGHLIGHTS**

• Over 7 years experience in general office administration and clerical work  
• Highly skilled in drafting and typing standard letters and memoranda  
• In-depth knowledge of processing payroll for the whole organization  
• Hands-on experience in maintaining human resources records  
• Demonstrated ability to distribute mail and maintain files  
• Bilingual: English, Arabic, Urdu and Telugu

**PROFESSIONAL EXPERIENCE:**

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| --- | --- | --- |
| **Duration** | **Organization (RGF)** | **Designation** |
| July. 2008 - August,2015 | RGF(ERI)- Central Lab | Coordinator |

**ROLES & RESPONSIBILITIES**

* Provide front desk support to guests and clients
* Preparing quotations and following up.
* Preparing all Clients Invoices monthly and submitting to them and reporting to the head of the department and following up the payments.
* Respond to customers’ complaints and take necessary actions resolve their issues
* Coordinate and schedule appointments and meetings
* Arrange and update HR reports
* Maintain leave records
* Take minutes of meetings and distribute to participants
* Maintain and manage stationary and office inventory
* Arrange special events, meetings and conferences
* Handle all elements of staff travel requirements
* Manage interline travel for all employees
* Monitored office supply levels
* Maintaining records of the inward faxes & distributing them to the person’s concerned.
* Manage petty cash.
* Coordinating the technicians / labors and maintaining time schedule and changing shifts.
* Maintaining all technicians / labors working hours and making time sheets.
* Assist the HR departments in payroll services by providing attendance information
* Follow up field construction laboratory technician’s work to ensure conformity with project requirements.
* Maintain all the Records of Equipment Calibration.
* Maintaining quality of testing as per the requirement of the client.
* Supervising Technical and skilled forces to ensure best Quality.
* Supervising and the office day to day activities and reporting to the General Manager.
* Maintaining all the Official Documents and Accounts Documents and filing respectively
* Attend department and project related meeting with client and senior management.
* Drafting letters and making correspondence through email.
* Oversee custodial staff in order to ensure proper cleanliness and sanitization of the premises.
* Maintain office equipment and an inventory of supplies and develop professional vendor relationship.

**MAJOR ACHIEVEMENTS:**

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| --- | --- | --- |
| **Duration** | **Course** | **Name of institute** |
| 2003-2007 | B. Tech  ***Civil Engineering*** | Thiruvalluvar University. |
| 2001-2003 | 12th standard | Futurine School of Distance Education. |
| 2001 | SSC  10th standard | St. Joseph’s High School. |

**TECHINCAL SKILLS:**

Operating System : Windows 98, XP, vista, Windows 8, Android 5.1.1

Applications : MS-Office, web based and mobile applications.

**PERSONNEL QUALITIES**

* Willingness to learn.
* Ability to work hard.
* Team working.
* Problem solving
* Planning and Coordinating Skills

**PERSONAL PROFILE**

Date of Birth : 15. 08. 1986

Religion :Muslim

Nationality : Indian

Marital Status : Married