**SREELAKSHMI**

**CAREER OBJECTIVE:**

Seeking a responsible job with an opportunity for professional challenges and personal growth as well.

**PROFESSIONAL EXPERIENCE / BACKGROUND :**

1. **COMPANY : ALMI SHIPPING AND LOGISTICS.**

* **DURATION :** May 2013 – December 2015
* **DESIGNATION :** Logistic Coordinator & General Administration
* **RESPONSIBILITIES :** 
  + Handling petty cash
  + Preparing sales quotations, invoices and delivery reports
  + Ensure timely execution of the documentation procedures
  + Liaison between all impacted departments to ensure proper communications and reporting practices
  + Coordinate and maintain weekly attendance records of employees
  + Perform filing, data management, drafting and editing short office memos
  + Over all responsible for coordination with the marketing team regarding customer order fulfillment – from receipt of a customer order until delivery to customer
  + Managing completion of confirmed orders on the basis of internal purchase orders received from marketing team
  + Shipment planning and coordination with production for timely delivery to customer
  + Coordinate with marketing team for resolving client queries, dispatch samples and ensure business development
  + Responsible for all activities relating to cost effective logistics
  + Responsible to provide data for management information system by making monthly sales and sales forecasting reports
  + Preparation of Sales Reports, Quotations, Delivery Orders, Invoices, Sales Advisories for the management and the Sales Office
  + Coordination with Sales Executives, Clients and dealers for the deliveries
  + Handling all customer related sales queries
* **REASON FOR LEAVING JOB:** Married & came to UAE

**PROFESSIONAL TRAINING :**

* Completed 6 months Biotech Consortium India Ltd (BCIL) training (11 Nov 2012- 11 may 2013) at UniBiosys Biotech Research Lab, Cochin.
* College For Leadership And Human Resource Development (CLHRD) - “Feel Employable” facilitating excellence in effective leadership, during 2009.

**KEY SKILLS :**

* Profound ability to work effectively either alone or as part of a team - works as an effective and productive member of the team
* Ability to identify issues (if any) on my own with the help of available monitoring / reporting tools & solves them before its having any impact with the BU result
* Is able to prioritize tasks and to plan & organize own work
* Accepts responsibility for own actions and decisions; recognizes problems and takes initiative and calculated risks; works independently and takes on new responsibilities and/or additional work
* Recognizes problems and recommends solutions; makes timely and quality decisions on the basis of sound facts
* Sets deadlines for myself & others and make sure that all are achieved within the time limit
* Proficiency with Microsoft Office software (PowerPoint, Excel, Word, Access)
* Well-experienced with preparation of PowerPoint slides in a professional manner for training needs as well as RFQ presentations to clients
* Experience creating and maintaining an Access database system
* Knowledge of general office machines and telephone system
* Knowledge and ethics of practices for basic office administration and organization
* Attentive to detailing and accuracy

**ACADEMIC QUALIFICATION:**

* Completed **M.Sc. (**Biotechnology) from **Mahatma Gandhi University, Kerala** with 66%
* Completed **B.Sc.** (Vocational Chemistry) from **Mahatma Gandhi University, Kerala** with 84%
* Completed **Higher Secondary Education (**Science) from **Higher Secondary Board, Kerala** with 69%

**PERSONAL DETAILS:**

* **SEX :** Female
* **Date of Birth :** August 1,1989
* **Marital Status :** Married
* **Nationality :** Indian

**Languages Known :** English, Hindi and Malayalam

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