**CURRICILAM VITAE**

***Sugumari***

[***Sugumari.297526@2freemail.com***](mailto:Sugumari.297526@2freemail.com)

Dear Sir,

I am sending this application for the job opening of Secretary /Accountant / Data Entry Operator/Office Assistant in your organization and providing you my resume for further consideration. I am aware that my background in Secretary would make me the perfect candidate for your organization. Also, my skill of attention to detail will definitely prove to be an asset to Dolomite Agency.

*I have provided you resume along with this letter, but I would also like to give a brief summary of my qualifications and skills:*

* Worked as an Designer, Teacher, Office Admin, Accountant for more than five years and have directly worked for document distribution and handled it for the maximum time
* Proficient computer skills and ability to use multiple emails, word processing and using software packages for database
* Excellent ability in handling outgoing and incoming mails has always been my main responsibility. I would bring this same skill to my current organization

I am a hardworking and dedicated worker and will never balk at any task, which has been handed over to me. I have a good confidentiality, which is highly appreciated by my past employers and which would be beneficial for your organization as well.

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

**Career Objective:-**



To work hard with purpose in competitive and challenging environment, where I blend my previous experiences, dynamism and knowledge in order to achieve organizational and personal goals.

**Presently working in: -**



**Secretary/ Document Controller/Admin : ELECTRO MECHANICAL LLC**



**Personal Skills**



* Knowledge in use of spreadsheets, database, word processing and selected job specific software.
* Ability to keep clear and accurate records and reports.
* Ability to use computer and rapidly input data and retrieve records and information.
* Ability to organize work load and to manage a filing methods and management techniques
* Good Communication skills
* 60 wpm touch typing
* Good customer service and telephone voice
* Attention to detail
* Professional personal presentation
* Polite and friendly manner

**Basic Tasks: (AS A Document Controller)**



* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follow up of all the site needs
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.
* **Responsibilities As a Secretary**
  1. 
* Coordinating the project and Head office
* Handling Petty Cash
* Typing Correspondence Letters
* Attending the Phone calls
* Documentation – Filing
* Answer telephone, screen and direct calls
* Take and relay messages
* Provide information to callers
* Greet and direct visitors entering Site
* General administrative and clerical support
* Receive and sort incoming/outgoing mail, deliveries and faxes
* Timely distribution of mail, deliveries and faxes
* Manage courier coordination
* Tidy and maintain reception area

**Educational Qualification:-**



BCA –Annamalai University, Tamil Nadu (Correspondence Course)

Higher Secondary – Girls Higher Secondary School, Tamil Nadu. SSLC – ThilakVidyalaya Hr. Sec.School, Tamil Nadu.

**Additional Qualification:-**



*Diploma in Desk Top Publishing-*

*Diploma in Computer Teacher Training*

*Diploma in Hardware and Networking*

*Tally Ver. 9.0*

*MS-Office, Page Maker, Corel Draw, Photoshop .*

*Hardware and Networking*

*Typewriting – English Higher – (60 words per Minute)*

*Typewriting – Tamil Higher – (60 words per Minute)*

*Beauty Therapy Management*

**Working Experience:-**



* As Admin in Trading company – Saudi Arabia ( 2015)
* Secretary / Document Controller/ Admin : BAPCO Project Bahrain Petroleum BSC-  
  Mechanical Contraction Services company WLL – (2011-2013)
* Worked as a Manager in Dananir Alkhaleej Promotion & Advertising for Eight Months in Bahrain. (2010)
* Worked as a Computer Asst. teacher & Computer Lab Instructor in Sarah Tucker Higher Secondary School for TWO Years in Tamilnadu. (2008-2010)
* Worked as an Accountant in Missionary Society for Two years Tamil Nadu (2006-2008)
* Worked as a Graphic Designer cum DTP Operator in Standard Printing Press for Six years in Tamilnadu. (2001-2006)