**[Jeneevan.359107@2freemail.com](mailto:Jeneevan.359107@2freemail.com)**

**Jeneevan**

**RE: Application for Job Vacancy**

Dear Sir/Madam,

I am extremely interested in submitting an application to your prospective organization. I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as your prospective organization. I am confident that my knowledge, ability and experience allow me to deliver successful results for any organization’s administrative positions.  Below are the highlights of my key skills:

* Able to effectively manage my time through effective planning and organization of work activities.
* Fast learner and adaptable.
* Ability for identifying and resolving problems effectively and efficiently.
* Excellent communication skills that result in positive interpersonal relationships.
* A track record of meeting deadlines and producing accurate work of a high standard.
* The capacity of fast learning and apply new information quickly and accurately.
* Proficient in Strong computer skills with and MS Office.

In April 2016, I have completed Bachelors in Management and Marketing (Northwood University 4+0). This has given me a range of practical capabilities that will meet the needs of various roles in prospective organization. As a fresh graduate, I understand that this job will provide extra ordinary industrial experience for my future career growth. Also I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your prospective work environment and immediately start supporting the needs of your organization. I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability.

I would appreciate the opportunity to meet with you to discuss my application at future rounds of interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above. I look forward to hearing from you in the near future.

Thank you.

Yours Truly,

Jeneevan.

**EDUCATIONAL BACKGROUND**

**Northwood University (USA) (2014-2016)**

* **Bachelor of Business Administration - Dual Major in Management & Marketing**

**(4+0)**

* Completion            : 2016  
  Current CGPA            : 2.00/4.00

**American University Program (2007-2011)**

* CGPA            : 2.48/4.00

**Optima International College (Malaysia) (2005-2006)**

* **Diploma in Business Administration (Association of Business Executives)**

**Hindu College, Colombo      (2001-2003)**G.C.E Advanced Level – 2003 Batch  
Results:-  
 Economics : B  
 Statistics : C  
 Accounting : S

G.C.E Ordinary Level –   2000 Batch  
Results

English   : Distinction  
Tamil : Credit  
Maths : Credit  
Science : Credit  
Comm&Acc : Credit

**Work Experience**

**ZERONE TECHNOLOGIES W.L.L. (QATAR)          (2016-PRESENT)**

**PURCHASING COORDINATOR**

JOB ROLE & RESPONSIBILITIES;

* Send “VENDOR REGISTRATION FORM” to the respective vendors and filed them to our Vendor Database.
* Perform to raise the purchasing order (for ZERONE & INFOSPHERE) as per organization requirement.
* Send the raised PO’s to the respective vendors.
* Collect necessary documents for the internal payment process. (E.g. Proforma invoice/Invoice, etc.)
* Submit those documents to the finance team to perform further.
* Responsible for opening Letter of Credit (LC) through the bank.

1. Prepare the LC Draft and cross check with the vendors to meet the minimal   requirement.  
2.       Prepare the LC application & Note to LC.  
3.       Submit the LC application to the respective bank.  
4.       Follow-up with bank and obtain the Swift copy.  
5.       Share the Swift copy with vendor and support the logistics to get the delivery on time.

* Coordinate with Logistic department to get the “GOODS RECEIVED NOTE”.
* Make the necessary report and submit the GRN to the finance to process the payment.
* Proceed further and POST the entries in TALLY.
* Cross check the TALLY entries.
* Coordinate with CSP (CLOUD SERVICE PROVIDER)/ Service orders and make sure the respective clients received license as per their demand.
* Raise internal statement for CSP orders and provide them to the finance to process the payment accordingly.
* Helping to the internal team to fulfill their needs & wants.
* Delivering the necessary information accordingly to the Management needs & wants.
* Participating in Vendor interaction and performing negotiation for better payment term with the respective vendors.
* Finally, report to the superior with the necessary information.

**Xplorez Consultancy PVT Ltd, India.  (2012-2014)**

**HR Executive (Recruitment Department)**

* Involved in assessing the staffing requirement of the business and publishing vacancies.
* Involved in head hunting potential candidates using privileged accounts in Naukri, Monster, LinkedIn and other public job portals.
* Performing telephone interviews with the candidates to judge their suitability, attitude, language proficiencies, fitment in organization’s cooperate culture.
* Actively participated in one to one skill assessment and other HR related interviews.
* Handful experience in coordinating panel interviews.
* Have held responsible in managing and confidentially maintaining employee related document repositories.
* Ability to compose customized job contracts within minimum notice period.
* Familiar with the Shop and office act - in depth understanding on the important sections of the act.
* Conducting Performance Appraisals
* Maintaining the post recruitment process by taking regular feedback from the recruits.

**Hotel Saravana Bhavan - India    (2010-2012)**

**Restaurant Supervisor**

* Manage all storage supplies and assign staff in all requisition activities and evaluate all daily specials.
* Maintain all restaurant equipment and records and ensure compliance to all standards and perform work according to hotel policies and procedures.
* Oversee all work in shift and restock all supplies at end of shift and perform regular inspections on all equipment and recommend required repairs.
* Schedule all activities for restaurant staff according to guidelines and ensure proper uniform of staff at all times and provide assist to all guest

**CO-CURRICULAR ACTIVITIES**

* Participated as Volunteer in College events( Holifest & Waterfes)t 2014 to 2016
* Served as a Prefect during the period of 2000 to 2003.
* Played soccer for the School soccer team.
* Actively participated in the School, district and island level athletic events.
* Held several responsibilities in School Clubs and Societies.

**SKILLS & INTERESTS**

**ERP Software :** MS NAVITION 2016 **Language :** Fluent in English, Tamil and Sinhala and Bahasa (language) Malay   
**IT Skills :** Proficient in Microsoft Office Tools  
TALLY : Basic Knowledge of Tally 9.0