**CURRICULAM VITA**



**SRI**

Sharjah-UAE

Email: [srilekha.368867@2freemail.com](mailto:srilekha.368867@2freemail.com)

**CAREER OBJECTIVES:**

Seeking a position to utilize my skills and abilities in a target –oriented environment that offers security and professional growth while being resourceful, innovative and flexible.

**EDUCATIONAL QULIFICATION:**

Degree : **Bachelor Degree**

University : University of Madras

Grade : First class.

**ADDITIONAL QUALIFICATION:**

* PG Diploma in Procurement and Contract Management

(**From WESTFORD School of Management – United Kingdom**

* Advanced Diploma in Multi-Media

(Photoshop, CorelDraw, flash, 3DS Max, Graphics)

**COMPUTER LITERACY:**

* **Foundation in Mechanical CADD**
* M.S. Office – 98, XP

**OTHER CERTIFICATES:**

* NCC – Certificate from Ministry of Defence.
* Inter college competition (Bronze Medalist, for message writing).
* All India treks, expedition NCC.

**MY SKILL:**

* Excellent communication skill
* Well –presented, well –mannered and well-spoken
* Banking Representative
* Coordination
* Document Control
* HR Assistant
* Accountant Assistant
* Receptionist

**EXPERIENCE in UAE**

Organization : ETA - Dubai

Designation : DOCUMENT CONTROLLER & COORDINATOR

**Duty & Responsibility** :

1. Control of documents with standards
2. Filing management and proper file distribution
3. Arrangements of meeting with contractor
4. Checking and responding to emails
5. Receiving inquiries from customers
6. Attending the phone calls and enquiry
7. Correspondence record maintenance
8. Preparation of weekly report to the management
9. Coordination to the engineers / supervisors

**PREVIOUS EXPERIENCE**

Organization : **ICICI Bank – India**

Designation : CUSTOMER SERVICE & RECEPTIONIST

**Duty & Responsibility** :

1. Processing customer transactions
2. Initiating conversations with customers to uncover their needs and referring them to the appropriate business partners to meet the personal and financial center referral and sales goals
3. Personally maintaining a balancing record, finding and correcting errors and asking for help in this process as needed
4. Handling customer issues with professionalism and seamlessly directing complex issues to management staff
5. Maintaining up-to-date knowledge of financial center policies, procedures, products and services
6. Performing daily office responsibilities alongside other staff members to maintain the efficient operation of the financial center
7. Answering and transferring calls to the concerned
8. Checking and responding to emails
9. Documentation & file maintenance
10. Any other additional administrative duties.

**PREVIOUS EXPERIENCE**

Organization : ROYAL PRINTING PRESS, LLC - Sharjah

Designation : **PROCUREMENT ASSISTANCE**

**Duty & Responsibility** :

1. Preparing the product/ item purchase request.

2. Receiving enquiry from Supplier / Manufacturer’s.

3. Preparing a confidential price list.

4. Preparing the comparison prices from different suppliers.

5. Arrange the data sheet / Catalogs from supplier / Manufacturer’s.

6. Checking the purchase request from internal dept.

7. Coordination between internal department and suppliers

8. Attending the phone calls and enquiry from customers.

9. Checking and responding to emails.

10. Documentation & file maintenance

11. Correspondence.

**12.** Preparation of weekly report to the management

**PERSONAL PROFILE:**

Name : Sri Lekha Date of Birth : 06-06-1983

Sex : Female Marital Status : Married Native : Tamil Nadu Nationality : Indian

**UAE DRIVING LICENCE** : **Under Training**

**VISA STATUS** :

On residential husband visa from Jebel Ali Free Zone

I hereby declare that all the details furnished above are to the best of my knowledge.

Place: Sharjah UAE **(SRI LEKHA)**