**DIVYA**

Email: diyva.387515@2freemail.com

Career Objective

To acquire a challenging job which tests my ability and wisdom, whereby I can put in all my skills to solve the given situation so that it will ultimately lead to self and the organizational growth.

Professional Experience

**CHAB INDUSTRIAL CO LLC – ABUDHABI, U.A.E Feb 2017 to Present**

**Position: ADMIN EXECUTIVE/SALES COORDINATOR**

**CHAB INDUSTRIAL** is a company that specializes in Garbage/Linen Chute work.

***Job Responsibilities***

* Checking Mails/Validate Tender and Job In Hand
* Preparing Quotations/Variations/Invoice
* Preparing and Follow-up Agreements and Letter of Intent
* Handling a Client calls
* Coordinate with site engineers for site work.
* Coordinate to prepare ISO documents and coordinate for audit purpose.
* Coordinate sales team by managing schedules, filing important documents and communicating relevant information
* Respond to complaints from customers and give after-sales support when requested
* Handle the processing of all orders with accuracy and timeliness
* Inform clients of unforeseen delays or problems
* Monitor the team’s progress, identify shortcomings and propose improvements
* Assist in the preparation and organizing of promotional material or events
* Ensure adherence to laws and policies
* Answer phone calls and redirect them when necessary
* Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
* Prepare and disseminate correspondence, memos and forms
* File and update contact information of employees, customers, suppliers and external partners
* Support and facilitate the completion of regular reports
* Develop and maintain a filing system
* Check frequently the levels of office supplies and place appropriate orders
* Undertake occasional receptionist duties
* Covering all secretarial /administrative works and coordinates with colleagues.

**AQUADYN-AUROVILLE August 2015 to June 2016**

**Position: ADMIN EXECUTIVE/SECRETARY**

**AQUADYN-AUROVILLE** is a company that specializes in treatment of drinking water.

***Job Responsibilities***

* Having Regular contact with vendor for bills and payments,
* Maintaining the Records in TALLY for Bills and Payments.
* Interaction with the Housekeeping Staffs and Securities,
* Maintaining the Attendance for Team Members,
* Having regular report with the Team members
* Handling a Client calls,
* Renewal agreement
* Dealing with Customers
* Maintaining production area.

**SURIAA MARKETING September 2014 to June 2015**

**Position: ADMIN EXECUTIVE and ACCOUNTANT**

**SURIAA MARKETING** is a company deals with organic foods and sports goods and outdo two wheeler batteries.

***Job Responsibilities***

* Handling billing software
* Maintain stock
* Deals with distributor and dealers
* Follow vendor’s payment
* Regular contact with vendors

**SPi Global June 2010 – October2012**

**Position: ADMIN EXECUTIVE and IT&FACILITIES COORDINATOR**

***SPi Global*** *is a Philippines based leading e-publishing company employing around 20,000 employees worldwide and having around 3500 employees in two locations in India. It provides high quality e-publishing services to clients like Springer, Cambridge University Press, Oxford University Press etc.*

***Job Responsibilities***

* Handling a Client calls from Abroad,
* Having Regular contact with vendor for bills and payments,
* Maintaining the Records for Bills and Payments.
* Interaction with the Housekeeping Staffs and Securities,
* Maintaining the Attendance for our Team Members(Facility & IT Department),
* Having regular report with the Team members
* Helping in Recruitment for the HR
* Handling purchases
* Renewal agreement
* Maintaining the software license in IT,
* Handling two locations(Chennai & Pondy)
* Assigning the helpdesk calls
* Generate the weekly and monthly reports and send it to Manila

Grievance Handling

* Addressing the queries/issues raised by employees
* Discussing the issues with the employees and the superiors and bringing solutions
* Escalating the major issues to the higher management

Disciplinary Procedures

* Follow up with the absenteeism of employees and send warning
* Implement the disciplinary actions based on the company’s Code of Conduct

Employee Engagement

Ensure timely communication with internal customers thru open forums and one to one employee discussions

* Building and maintaining a good relation between n TEAM and other departments
* Planning, and team work

**COFFEE N U Jan 2009 - May 2010**

**Position: STORE MANAGER**

**COFFEE N U** is a specialty coffee shop and provides a platform for gamers where they can have fun.

***Job Responsibilities***

* Handling all kind of store management and gamers’ zone.

**WEB FUSION TECHNOLOGY July 2007 – Dec 2008**

**Position: ADMIN EXECUTIVE**

**WEB FUSION TECHNOLOGY** is a company deals with outsourcing projects.

***Job Responsibilities***

* Handling all kind of administration.
* Deals with vendors and clients.

**TALK MEDIA Jan 2006 – May 2007**

**Position: TELECALLER**

**TALK MEDIA** is a newspaper company and issue the paper at free of cost in Chennai and runs the Malai sudar, News today papers.

**RAAHAT PLAZA, DESIGN WORLD Jan 2001- Feb 2004**

**Position: ADMIN EXECUTIVE**

Academic Qualification

* **B.COM.**from Saradha GangadharanCollege, Pondicherry in 2004.
* **12th** from Durga Matric, Chennai in 2002. Secured 61% marks.
* **10th** from GGHSS, Chennai in 2000. Secured 63% marks.

Strengths

* Strong knowledge in MS Excel and power point.
* Positive attitude and innovative approach.
* I can listen to people and their problems.
* I am always ready to work in any challenging situations.
* Ability to stay calm in tough situations.

Hobbies

* Listening to music, Paintings and Reading.

Languages Known

 English, Tamil, Malayalam

Computer Skills

* MS office (Excel, Word & PowerPoint)
* OS: Windows 98, 2000, XP, Vista, 7, 8 & 10

Personal Profile

Date of Birth : 16 July 1986

Nationality : Indian

Marital Status : Married

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