***RESUME***

***SURESH***

***Admin/SecretarywithAbroadExperience***

*Nationality: India*

*Location : UAE*

*VisaStatus: VisitVisa*

*E-mail :* *suresh-394668@2freemail.com*



***Profile:***

|  |  |  |
| --- | --- | --- |
| *Experience* | *:* | ***17years(6inKSA+2inMalaysia+9inIndia)*** |
| *Field* | *:* | ***OfficeManagement,Secretarial,Administration,Purchase,*** |
|  |  | ***GeneralAccounting*** |
| *Computer* | *:* | ***MSWord,MSExcel,MSOutlook,Windows,InternetBrowsing*** |
|  |  | ***Autocad,Mr.Accounting(Malaysia),TalyERP9*** |
| *Ability* | *:* | ***ConsistencyinHardworking,Multitasking,Teamplayer*** |
| *Aim* | *:* | ***ToachievenewgoalsintheProfessionalaswelas*** |
|  |  | ***Organisationaldevelopment*** |



***SpecializedSkils:***

* *Exce****l****entInterpersonalandCommunicationSki****l***
* *Multi-taskingwithexce****l****enttimemanagementSki****l***
* *Abilitytohandlehighlysensitive&confidentialDocuments*
* *Ski****l****edinbookkeepingandpreparationstatisticalandfinancialrecords*
* *Proficientinassigningduties&Scheduling*
* *Abilityoftrainingandsupervisingstaff*
* *AbilitytohandleMulti-Language&Multi-culturedpeopleeffectively*
* *Exce****l****entinhandlingadministrationandclericaltask*
* *MicrosoftOffice&Ta****l****yERPski****l***
* *Exce****l****entin Scheduling,Reporting & Executing as perprofessional’s instruction*
* *InventoryMaintainingSki****l***

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***Languagesknown:***

*English: Exce****l****entinReading,SpeakingandWriting*

*Hindi: Exce****l****entinReading,SpeakingandWriting*

*Tamil: Exce****l****entinReading,SpeakingandWriting*

*Telugu: Exce****l****entinSpeaking*

*Arabic: Moderate*



***ProfessionalExperience(Abroad):***

* ***AdministratoratRoadConstructionCompanyinSaudiArabiafrom2015 to2016****.HandledPetyCash,OperatingExpenses,Invoice&Purchase**Records,Inventory,DataManagement,DocumentContro****l****er,employees’ recordmaintenanceandsolvingemployeesgrievances.*
* ***OfficeSecretaryatSaudiElectricityCompanyinSaudiArabiafrom2008 to2012****.HandledPetyCash,DataManagement,DocumentsofElectrical**Dept,Invoices&PaymentsRecords,MaintainingofVehiclesDocuments, MeetingArrangements,Maintainingofemployeesrecordsetc.*
* ***OperationalExecutiveatChineseCompanyinMalaysiafrom 2003to 2005****.HandledDocumentationofQuotation,DeliveryOrder,Invoices,**Purchaseorder,ExpensesRecords,Statements& Paymentrecords, fo****l****owforpayments,MakingofMeetingArangements&Appointments etc.Handlinga****l****theinternalcorrespondence.*



***ProfessionalExperience(India):***

* ***AdministratoratTransportCompanyinIndiafrom2012to2015“&”2017 to2019****.HandledPreparationofComparativeStatements,Processing**Purchaseorders,ensuringontimedelivery,processinginvoicesfor payments,contro****l****ing ofa****l****vehicles and maintaining an effective database(Ta****l****yERP)*
* ***OfficeAdministratoratTextileCompanyinIndiafrom 2005to2008.*** *Handled Supplierrecords,processing invoices forpayments and maintaininganeffectivedatabase.*

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***DutiesandResponsibilitiesinSaudiArabia:***

***ModeofCompany:Contracting&Projectunder-takingofRoadConstruction Role/Job: Administration***

***Responsibly/FunctionofJob:***

* *Maintaining/Handling/Filingofa****l****internal&externalcorespondencesin organizedmanner.*
* *MaintainingrecordsofOperatingExpensesinBranch&Submitreportsto*

***GM***

* *MaintainingPetyCash&setlingbi****l****withtrackingexpenditure.*
* *MaintainingofInvoices&Purchasingrecords.*
* *Maintainingofinventoryofa****l****Vehiclematerials.*
* *Ensurestimelyserviceandrepairsofvehiclestoavoidbreakdown.*
* *Preparing Purchase RequestofVehicle materials and maintaining records.*
* *"MaterialDeliveryReceipt"provided to a****l****branchdriversto dump materialsinvariouslocation(Materials-Basecourse,Aggregate,Maral)*
* *Monitoring&Contro****l****ingofoilsrecords(Hydraulic,Engine,TransHD50 etc)*
* *CoordinatingwithH.Ofornewarrival/departureofemployees.*
* *Administeringmanual&electronicfilingsystem.*
* *Maintainingatendanceofa****l****employeesandpreparingofTimecardin monthlybasis,submittoH.O.*
* *KeepingtheOfficewe****l****equippedandfu****l****stockofessential.*
* *Arangingtransportationforsickpersonformedication,ifrequired.*
* *SupervisingStaff/workers&coordinatewithH.O.*
* *Handling&Managingofa****l****telephonic&E-mailenquiries.*
* *Resolving employee's issues and make smooth running of an organization*

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***DutiesandResponsibilitiesinSaudiArabia:***

***ModeofCompany:Contraction&Projectunder-takingfromSaudiElectricityDept Role/Job: OfficeSecretary***

***Responsibly/FunctionofJob:***

* *Maintaining/Handling/Filingofa****l****internal&externalcorrespondence.*
* *HandlingPetyCash&trackingexpenditure.*
* *Assistingindrafting&typingleters.*
* *PreparingandMaintainingrecordsofARAMCO,SEC,SPLICER,LINEMAN*

*ID*

* *Preparingof‘ProjectTotalExpenses’details&submitingto****GM***
* *MaintainingtherecordsofSaudiElectricityDept(OHL,Consumer,Project&*

*Maintenance)*

* *PreparingInvoices&Checkingofpayments*
* *ManagingofDaily/Weekly/Monthlyagendaandarangenew meetings& appointment.*
* *Handling&Maintainingofa****l****BindingAgreementDocumentsofourcompany.*
* *CoordinatewithHOfornewarival/departureofemployees.*
* *ProvidingRoomA****l****otment/Accommodationfornewemployee*
* *Scheduling,Reporting and executing various Admin task as per ProfessionalInstruction*
* *MonitorofficeSuppliesinventory&placeorders*
* *Handling/contro****l****ing/maintainingthevehiclesrequirementinbranch*
* *Maintaininginrecord,detailsofmaterialsreplacementinvariousvehicles.*
* *Maintainingthedetailrecordsofa****l****Vehicles(MVPITest,Istimarah,Road Permit,Insurance)*
* *MaintainingAtendanceofa****l****employees&preparingofTimecardin monthlybasis,submitedinHO*
* *CarriedoutClericalandAdministrativetask&makesuresmoothrunning ofOrganization*
* *Handling&Managingofa****l****telephonic,fax&E-mailenquiries.*
* *Resolvingemployee’sissueandmakesmoothrunningofanOrganization.*

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***DutiesandResponsibilitiesinMalaysia:***

***ModeofCompany:SpecializinginLandscapingEngineeringSystem Role/Job: OperationalExecutive(Malaysia)***

***Responsibly/FunctionofJob:***

* *ManagingofDaily/Weekly/Monthlyagendaandarangenewmeetings&*

*appointments.*

* *Purchasing&Stockingthematerials*
* *Planning,A****l****ocating&Fulfi****l****ingcustomer’srequirementintime*
* *Coordinatingtransportarangementfordeliveringproducttoprojectsite*
* *Maintenanceofclient,customer&supplierrecords*
* *Assistingindrafting&typingleter*
* *Organizing/Maintaining/Handling/Fi****l****ing the internal & external correspondence*
* *Handling Stationaryrequisition,printing,binding & generallogistic support*
* *Tocontrola****l****internaloperationofoffice*

***Awarded:***

*Undergone“Industrial&ManagementExamination”inMalaysia;passedinfirst gradeandpromotedas“OperationalExecutive-GradeA”atChinesecompanyin Malaysia.*

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***DutiesandResponsibilitiesinIndia:***

***ModeofCompany:SpecializinginTransport Role/Job: AdministratorinPurchaseDept.***

***Responsibly/FunctionofJob:***

* *Beingfirstpointofcontactfora****l****drivers.*
* *KeepingproperrecordsofVehiclemovements.*
* *Ensurestimelyserviceandrepairsofvehiclestoavoidbreakdown.*
* *Maintainingrecordsoffuel&Oilconsumption.*
* *Deploymentofrightvehicleforrightjob.*
* *Planforadequatenumberofdrivers&routesforextratripsandalso provideforemergencyrequirementofa****l****thestaffwithspecialhours.*
* *MaintainingtheSupplierRecordsofmaterials*
* *Ensuringontimelydeliveryofmaterials*
* *ProcessingforInvoicePayments*
* *MaintainingtheeffectivedatabaseinTa****l****yERP*
* *Monitorandreportdriversissueslikeaccidents,safetyconcernor licensingissues*
* *Assistingindrafting&typingleters*
* *Organizing /Maintaining/Handling/Filing ofa****l****internal& external correspondence.*



***DutiesandResponsibilitiesinIndia:***

***ModeofCompany:SpecializinginTextileManufacturingSystem Role/Job: OfficeAdministrator***

***Responsibly/FunctionofJob:***

* *Purchasing&Stockingthematerials*
* *MaintainingtheSupplierRecords*
* *ProcessingforInvoicePayments*
* *Maintainingtheeffectivedatabase*
* *Assistingindrafting&typingleters*
* *Organizing /Maintaining/Handling/Filing ofa****l****internal& external correspondence.*

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***AcademyQualification:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Course*** | ***Institution*** | ***Yearof*** | ***Percentage*** | ***Grade*** |  |
| ***Completion*** | ***ofmarks*** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| *DME(Diploma* | *SriSowdambika* | *1999* | *76%* | *FirstClasswith* |  |
| *inMechEgg)* | *(Aruppukotai)* | *Honors* |  |
|  |  |  |
|  |  |  |  |  |  |  |
| ***ComputerQualification:*** |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Course*** | ***Institution*** | ***Yearof*** | ***Percentage*** | ***Grade*** |  |
| ***Completion*** | ***ofmarks*** |  |
|  |  |  |  |
|  |  |  |  |  |  |
| *DCADD* |  |  |  |  |  |
| *(Diplomain* | *SISI,Madurai* | *2014* | *A* | *FirstClass* |  |
| *Autocad)* |  |  |  |  |  |
| *Mr* |  |  |  |  |  |
| *Accounting* | *Malaysia* | *2003* | *A++* | *FirstClass* |  |
| *(Malaysia)* |  |  |  |  |  |
| *Packages* |  |  |  |  |  |
| *(MSWord,* | *TMS,Madurai* | *2002* | *87%* | *FirstClass* |  |
| *Excel,Outlook* |  |
| *etc)* |  |  |  |  |  |
| *Coursein* |  |  |  |  |  |
| *Computer* | *NIT,Madurai* | *2002* | *85%* | *FirstClass* |  |
| *Application* |  |  |  |  |  |
| *Programming* |  |  |  |  |  |
| *Approaches&* | *NIT,Madurai* | *2002* | *86%* | *FirstClass* |  |
| *Techniques;* |  |
| *SQL* |  |  |  |  |  |

***Itrustyouwilconsidermyapplicationfavorablyandgivemeachancetowork***

***inyouresteemedorganization;Idischargemydutiesforthebetermentofthe***

***company.***

***Ishalbegratefultoyouforyouractofkindness.***

***Thanksforpayingatention.***

***YoursSincerely,***

***(Suresh)***

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