

**Job**

[Job-395480@gulfjobseeker.com](mailto:Job-395480@gulfjobseeker.com)

**SUMMARY**

An experienced professional with hand on experience in the industry of payment services with flawless track record of maintaining company ethics. Possesses Dubai driving license & advanced knowledge of daily proceedings in a company.

**WORK EXPERIENCE**

***Sales Coordinator & HR Admin***

*Payment Service Provider in Dubai.*

*June ‘16 to till date*

Functions:

* Resolving any sales related issues with salesmen and retailers
* New creation and managing of retailer accounts
* Store and sort financial and non-financial data in electronic form and present reports.
* Monitor office expenditures and handle all office contracts (rent, service etc.)
* Perform basic bookkeeping activities and update the accounting system
* Undertake daily administrative tasks to ensure the functionality and coordination of the department’s activities
* Administering payroll and maintaining employee records
* Responsible for monthly payroll transactions of the company and other employee related payments.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
* Processing immigration and labour requirement for the company and employees
* Maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
* Maintain and update sales and customer records
* Develop monthly sales report
* Handling, monitoring and controlling of Petty Cash
* Process personnel related claims of employees, leave advances, travel advances, final settlements, etc.
* Process salaries, overtime & deductions of the employees.
* Prepares final settlement to employees on final departures

***Sales & Office Administrator***

*Abu Dhabi*

*Nov ‘15 to June ‘16*

Job Profile:

* Collecting Local Purchase Order (LPO) from respective sales executives and customers & prepare Invoice accordingly
* Co-ordinating the deliveries with logistic team
* Sending purchase orders to different companies and maintain stock as per demand
* Providing after sales service
* Keeping records of sales, service and customers
* Perform bookkeeping activities (e.g. reconciliation) and update accounting system
* Co-ordinate India Delivery sale scheme with Mitashi Indian team
* Follow up and collection of payment
* Merchandising at various outlet

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Year*** | ***Degree*** | ***Board/ university*** | ***School/ college*** | ***Marks secured*** |  |
| **April2015** | B.tech in Electronics | Calicut University | Thejus Engineering College | 64% |  |
|  |  |
| **March2011** | Twelfth Grade | CBSE | SBOA Public School | 75% |  |
| **March2009** | Tenth Grade | CBSE | SBOA Public School | 75% |  |

**PROJECTS**

1. ***ANTI HELMET THEFT SYSTEM***- The project was design to produce a low cost and effective protection system onbikes for theft against helmet that are left unattended.
2. ***ARM BASED AERIAL AND ALL TERRAIN NAVIGATOR***- The project is an ARM based robot that has the ability to fly, aswell as tackle terrain navigation. Its basic structure consists of a quad copter, which is capable of independent navigation. An additional ARM processor is used to stream live video and audio to the remote controller along with data from several of its sensors. It is flexible to use, and is highly efficient on its own.

**SKILLS**

* Languages: English, Malayalam, Hindi
* Software: MS Word, MS PowerPoint, MS Excel, Tally(basics) Worked on C, MATLAB, VLSI using XILINX
* Other Certified Courses: CCNA Completed

**PERSONAL DETAILS**

* Nationality: Indian
* Marital Status: Single
* Driving License valid
* License Place of Issue: Dubai
* Visa Status: Employment Visa
* Visa Expiry Date: 04/11/2020