**LAWRANCE**

**C/o-Mobile Number :** **+971 502360357**

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**Experience Summary:**

* Have 7.6 years of total IT experience in HR Administration and worked in SAP Environments in SAP ECC 6.0 EHP 7.
* Delivered every assignment with full accomplishment within the SLA.
* Bonded in large teams with great team spirits and co-operated with colleagues and other multi tower teams for their activities whenever required.
* Have good relationship with the Customer side and received appreciations from client side.

**WORK EXPERIENCE:**

1. **Project Profile:**

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| --- | --- |
| Company | Motivate Publishing, Dubai-UAE |
| Role | **Circulation Executive** |
| Duration | May 2015 – Till Date |
| Software Dealt | ECC 6.0 EHP 7 |
| Database | Sybase 15.7 |
| O.S | Windows 2012 R2, Windows 2012 |

# Responsibilities:

* Maintaining Monthly Billing through SAP ERP Technology (SAP ECC 6.0 EHP 7)
* Entering Sales Order via SAP ECC 6.0 environment.
* Managing the Paid and Non-Paid Subscriptions for our Publications.
* Maintain Monthly Report of Magazines deliveries for all outlet in UAE and overseas.
* Preparation of Monthly Audit report.
* Taking care of complains and queries of the subscribers of respective Magazines.

1. **Project Profile:**

|  |  |
| --- | --- |
| Company | Motivate Publishing, Dubai-UAE |
| Role | **Administrative** |
| Duration | Feb 2014 – May 2015 |
| Software Dealt | Elite Airborne |

# Responsibilities:

* Answer the telephone efficiently and relay the calls to the appropriate extensions, taking messages if the required concerned employee is unavailable.
* Greet and receive all visitors in a pleasant and courteous manner by informing the concerned department.
* Handle couriers and ensure effective co-ordination with the courier companies.
* Book meeting rooms for the conferences.
* Ensure that all calls, both external and internal are answered effectively.
* Ensure that the switch-board is switched over to the night services at the end of business hours and relay all calls which are recorded on the answer machine the next business day.
* Forward cheques for signature and thereafter to the supplier.
* Inform the supplier for the collection of their payments via email or phone.
* Managing the Field Executives for any executive deliverables and collections.

1. **Project Profile:**

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| --- | --- |
| Company | **AVON GENERAL TRADING CO.LLC (TEXTILE) – BUR DUBAI** |
| Role | **Administrative** |
| Duration | Feb 2012 – December 2013 |

# Responsibilities:

* Managing the company Monthly Payroll.
* Handling the confidential documents in the safe custody.
* Managing the petty cash workflow.
* Handling the employees VISA process.
* Handling the official Faxes with respective departments.
* Translating executive documents from French to English and vice-versa.
* Book meeting rooms for the conferences.
* Booking Hotels & Travel arrangements for the Clients.
* Dispatching and receiving couriers
* Ordering & maintaining stationary & equipment supplies along with front desk operations.

1. **Project Profile:**

|  |  |
| --- | --- |
| Company | **MOTHER THERESA HIGHER SECONDARY SCHOOL – INDIA** |
| Role | **French Teacher** |
| Duration | August 2010 – January 2012 |

# Responsibilities:

* Worked as French Teacher in correspondence till Grade VIII.

1. **Project Profile:**

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| --- | --- |
| Company | **NINESTAR COMPANY CHENNAI – INDIA** |
| Role | **French Language Specialist – Team Leader** |
| Duration | May 2010 – October 2011 |

# Responsibilities:

* Worked as a news summarizer for French news audios receiving from Canada.

**EXTRA SKILLS:**

1. Telephonic Skills training by Spearhead Training Institute(Dubai-UAE).
2. Secretarial skills for Executive Secretaries, in Nadia Training Institute (Dubai – UAE)

**STRENGTHS:**

* Effective communication skills.
* Flexible to any work environment and ability to grasp any work quickly.
* Strong conceptual and Logical presentation skills.
* Quick Leaner, Very Adaptive, Team worker, Friendly and Co- operative.

**Education Details:**

|  |  |  |
| --- | --- | --- |
| **Course of Study** | **University / Board** | **Year of Passing** |
| B.A. French | HIMALAYAN UNIVERSITY | 2016 |
| Baccalaureat Science et Technologie de la Gestion (Comptablite et Finance d’Entreprise) | LYCEE FRANCAIS DE PONDICHERY | 2010 |

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| **PERSONAL DETAILS:** |  |  |
| Name | : | Lawrance |
| Date of Birth | : | 02/05/1989 |
| Place of Birth | : | Pondicherry |
| Age | : | 28 years old |
| Nationality | : | French |
| Gender | : | Female |
| Marital Status | : | Single |
| Languages Known | : | French, English: Write, Read and Speak; Tamil: Speak; Spanish: Read |
| Visa Status | : | Employment Visa |
| **TRAVEL EXPERIENCE:**  Chennai, Paris, Dubai |

I do hereby certify that the above information is true and correct to the best of my knowledge and belief.