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**Riya**

Email: [riya-396702@gulfjobseeker.com](mailto:riya-396702@gulfjobseeker.com)

**OBJECTIVE**

To obtain a position in a growth oriented organization in the field of Procurement and Administration that will enable me to utilize my experience, skills and ability to work well with people and help me reach higher echelons.

**EDUCATION**

* Currently Pursuing **Master of Computer Application** from FISAT
* **Bachelor of Computer Science** from Calicut University: 1st Class.

**PROFESSIONAL EXPERIENCE**

**Worked as an Admin Executive in Kerala (2018- 2019)**

Key Deliverables

* Handling the running and general Activities of the organization.
* Coordination for submission of Bills and payment & petty cash handling.
* Coordinating reliable suppliers to provide quality goods at reasonable prices.
* Maintain records of goods ordered and received.
* Prepare and process the LPO
* Assists the Manager in Purchasing and Tallying suppliers Account.
* Maintaining cordial relations with all clients and suppliers.
* Prepare bid awards requiring board approval.
* Maintaining and developing an approved suppliers list.

**COMPETENCIES**

* Good problem solving skills
* Independent and self-motivated
* Easily adaptable to any environment & Ability to work in a team
* Sincere, Honest and Hard working

**COMPUTER SKILLS**

* C,C++,SQL,JAVA
* Other software:- M.S Office, Word, Excel

**PERSONAL DETAILS**

Date of Birth: 07th October 1994

Languages: English, Hindi, Tamil and Malayalam

Nationality Indian

Location: Dubai

Visa status Husband Visa

References: Available on Request

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I assure that I will execute the responsibilities assigned to me with utmost sincerity and commitment and thereby prove to be an asset to any organization I may join in the future.

**(Riya)**