

Rupavathi A

ACCOUNTS COORDINATOR / ADMIN - M/s PASSIONATE TOURISM LLC

Dubai

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Seeking a professional career opportunity as Administration cum Accounts / Document controller in a reputed firm where I could put my skills to optimum use to win over maximum clientele for the organization thereby enhancing its profitability and ensuring its growth.

Work Experience

ACCOUNTS COORDINATOR / ADMIN

M/s PASSIONATE TOURISM LLC - Dubai

January 2018 to Present

Updating all entries in Tally on daily basis.

§ Handling the Documents Related to Government.

§ Updating Ledger of Sundry Creditors on weekly Basis.

§ Making supplier Payment by Checking the Invoice and same time ensuring the details mention in the Invoice as per our contract.

§ Preparing Weekly MIS Report for Management.

§ Giving forecast to the Management about working capital required for daily and weekly operations.

§ Handling all administrative works.

ü M/s TUFF OFFSHORE PTE LTD - FPSO CYRUS Project in Dubai Drydocks World

DOCUMENT CONTROLLER

PROJECT ADMINSTRATOR

June 2015 to October 2017

Job Responsibilities for Document Control:

§ Develop and maintain document control processes for the efficient management and recording all documentations

§ Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System (eDMS)

§ Develop Photocopies / Binding and transmitting of documents as part of client's submission

§ Understand and manage Client EDMS system

§ Assist with the general project administration

§ Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue's relating to documentation

§ To maintain a safe and secured working environment within Document Control.

§ Receive and register Client provided document for detail engineering or construction engineering project, including in-house generated document.

§ Controls issuance of document numbers, including maintenance of proper document registers

for detail engineering or construction engineering project.

- § Ensures proper document classification, sorting, filing and proper archiving.
- § Reviews completeness of documentation and prepares document transmittals.
- § Performs file backup to ensure proper storage and archiving of electronic registers.
- § Uploading and downloading data in FTP Server and site server.
- § Maintaining a tracking facility to enable documents to be updated easily.
- § Scanning all relevant new documents.
- § Checking dispatch documents are accurate
- § Presentation and Filing of documents & drawings
- § Responsible for maintaining hard copy information
- § Issuing and distributing controlled copies of information
- § Ensuring all documents is up to date.

Job Responsibilities for Admin:

- § Plan and coordinate meetings, events, schedules, appointments and business travel.
- § Ticket booking and arranging accommodation for staff or clients and other external contacts.
- § Handle work visa, business visa procedure and applications.
- § Organizing, checking and inputting Engineer timesheet information.
- § Preparing letters, quotations and reports as required.
- § Submission/Internal distribution of Weekly/Monthly reports to Client.
- § Minutes of Meeting Tracking & Distribution.
- § Liaising to Singapore HR for all HR related works.
- § Monitoring unpaid invoices against the cash analysis.
- § Updating and filing systems with new employees contact list.
- § Answering incoming calls in a professional manner.
- § Maintaining suitable and sufficient office stationary levels.
- § Maintaining petty cash and distributing allowances for employees.
- § Processing of all the payroll in WPS system.
- § Managing payroll and other tasks relating to staff wages.
- § Arrange local and overseas courier shipment.
- § Posting, distribution and sorting of mails, parcels, couriers.
- § Arranging Gate pass for visitors.

ADMIN CUM ACCOUNTS

Tech Equip. Trdg. & Auto Services LLC - Dubai

February 2013 to April 2015

Job Responsibilities:

- § Prepare Quotation, LPO, DO, and Commercial Invoices to customers and suppliers.
- § Cheque Preparation, Salary Preparation & Distribution
- § Maintain Cash & Bank Book, Sales Cash Transaction
- § Prepare Income Statement each month and preparation of cheques.
- § Monitored and recorded company expenses and incomes.
- § Prepare separate report Accounts Payable and Receivable.
- § Call & Follow up Outstanding Receivable of Accounts, make schedule & aging of each customer
- § Maintain Inventory System, Stock Register, Salary Register and Asset Register.
- § Maintain Bank Reconciliation statements and petty cash and Compile monthly reports.
- § Answer telephone calls and Dealing with incoming and outgoing post.

- § Explaining office procedures to new or junior staff members.
- § Handling administrative requests from members of the office team.
- § Making travel and accommodation arrangements for company directors.
- § Processing of all the payroll in WPS system and maintain payroll records.
- § Co-ordinate with PRO for Trade license, company renewal license Works.
- § Monitoring Daily Attendance, Providing support for meetings conducted within the premises.
- § Ensure all manual/electronic records and the HR database are kept up to date.
- § Job posting, screening profiles and scheduling interviews.
- § Preparing appointment letters, address proof letter, reliving letter.
- § Organizing to open salary a/c, Medical & Emirates ID for New Joiners
- § Ordering Stationary items, Storage of keys in safe custody.
- § Visa Processing & Renewal, Ticket booking to yearly vacations for employees

OFFICER

ü HDFC Bank Ltd - Chennai, Tamil Nadu

July 2010 to November 2012

Division: Credit Cards Operations (Transaction Processing Unit-Smart pay)

Platform: Mainframe, Finware, APS, Host, MS office

Responsibilities: Smart pay registrations, Payment Processing, Cancellation, Reconciliation, Register & Pay and Invoice Processing.

Education

B.Tech in Information Technology

Anna University

Skills

PAYROLL, ERP, Tally, SQL SERVER, SQL

Additional Information

KEY SKILLS

§ AREA OF EXPERTISE: Administration, Diary management, Office duties, Problem solving, Maintaining records, IT skills, Payroll.

§ IT SKILLS: MS Office 2010 & 2007, Tally ERP 9, Mainframes (Vision PLUS), (Fin ware), HTML, SQL Server