

**POSITION: Accountant, HR & Admin, Secretary/PA, MIS,
Document controller, Management, Estimation,
Purchase, Coordination, Assistant Manager**



SMITHA SOMAN

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Dear Sir/Madam,

Myself Smitha Soman with 4 year experienced in cold room trading company as over all official functions includes Accountant, HR & Admin, Secretary/PA, MIS, Document controller, Management, Estimation, purchase and coordination.

My heartfelt thankful for my successful 4 years experience from a leading company which is Coolpoint LLC Sharjah and I have good time of my career. computer skills with an in-depth knowledge of MS Word, Excel and Power point, Outlook, Auto CAD, Tally etc.

I firmly believe that I can make a positive contribution to your company and I have enclosed my CV to provide more information on my skills and experience. I would welcome the opportunity to meet with you for an in-depth discussion and I will make myself available at your first convenience.

Thank you for your review and consideration. I look forward to hearing from you soon.

Sincerely

Smitha

055 4949505

smeethus@gmail.com

CURRICULAM VITAE

OBJECTIVE:

To become a resourceful and diligent staff of a dynamic organization, where I can show how innovative and hardworking I am, with my effective and efficient performance...

PROFESSIONAL SUMMARY:

UAE EXPERIENCE: 2014 – Present (5 years)

VISA status : **Employment VISA Valid visa up to 2021** (Visa change upon request)

Passport No. : K6437302 Valid up to. : 11-Dec-2022

1. **Company Name** : COOLPOINT REF. & A/C DEVICES TR. LLC SHJ UAE
- Designation : **Accountant, purchase exe. Cum MIS – (April 2015–Present)**
- Responsibilities** :
- Office assistance & management coordination with Vendors, Customer and staffs
 - Daily work scheduling, maintaining the work progress, reporting to the manager
 - Maintaining office documents, filing, stock checking and assets list.
 - Invoicing, bill collection, cash handling and accounting (**Tally & Excel**)
 - Tracking the employee data, visa details, leave schedule and attendance.
 - Preparing the salary, leave salary, gratuity etc for staffs
 - Follow ups for payments & purchase, Invoice Tracker maintaining.
 - Raising purchase orders, collecting items, checking bills etc
 - All VISA related works, HR & administration, utility payments etc
 - Preparing for tax return and filing, tax returning and file management

Cold room and refrigeration :

- Estimation and preparing of quotation for cold rooms, supermarket ref. Equipments
- Following up of quotations, proceeding with sales orders, delivery of materials
- Ensure the good business relationship with customers for their doubts with assistance
- Preparing Auto CAD drawing for the cold rooms and plan for the refrigeration work
- Making technical data sheets for refrigeration system for cold rooms
- Cost effective calculation and placing the orders with suppliers
- Attending maintenance, complaint calls and scheduling the team for rectify
- Preparing the monthly & yearly reports for Expenses & all activities
- Maintain the DPR for quotations, LPOs, invoices, expenses, cheques etc.
- Preparing MOS, Risk Assessment, contract agreement, work completion etc.

2. Company Name : KAILASH PARBHAT SM & RESTAURANT JLT DXB

Designation : Secretary – (August 2014–December 2014)

Responsibilities :

- Personal assistance to the manager & coordination with Vendors, Customer and staffs.
- All VISA related works, HR & administration, documentation, filing and assets list.
- Tracking the employee details and attendance.
- Follow ups for payments, Invoice Tracker maintaining.
- Raising purchase orders, collecting items, checking bills, payments etc
- Stock checking and verifying, managing the employees work schedule
- Customer satisfaction and complaint resolving
- Assistance to the data collection, POS, TALLY
- Creating minutes, scheduling the daily activities and updating the daily process report.

5+ years of experience (Kerala, India)

1. Company Name : VIDEOCON TELECOMMUNICATIONS LTD.

Designation : MIS - (January 2013– November 2013)

Responsibilities:

- Data collections and coordination, updates and maintaining the data on DPR
- Coordinating Vendors, Customer and HO, employee details and attendance.
- Follow ups, Invoice Tracker maintaining in between HO & zonal
- HR and administration processing of Kerala Circle project.

2. Company Name : UPTIME INFRATEL SERVICES (I) PVT. LTD.

Designation : MIS - (November 2011– December 2012)

Responsibilities :

- Data collections and coordinating with Vendors, Customer and HO.
- Maintaining all office documents and assets list, Tracking the employee details and attendance.
- Certifying and processing of Vendor invoicing and billing, payments etc
- Checking the mails and replying in between HO, Customer, and Vendors.
- HR and administration processing of Kerala Circle.
- Tracking the activities from several cluster and updating the daily process report
- Fund maintaining and distributing, follow up billing.
- Preparing Outage tracker, EB tracker, Diesel Tracker, vendor & customer Invoice Tracker etc...

3. Company Name : PCS TECHNOLOGY. Cochin

Designation : Commercial Coordinator – (January 2010– October 2011)

Responsibilities :

- Tracking the activities, data updates and Coordinating with Vendors, Customer and HO.
- Tracking the employee details and attendance, office management etc
- Certifying and processing of Vendor invoicing and billing, payments, targets etc
- Preparing the Document for customer (HUAWEI, Ericsson, and ZTE)
- Checking the mails and replying in between HO, Customer, and Vendors.

SKILLS AND STRENGTHS:

- Quick to learn new skills & techniques.
- Excellent in MS Word & Excel, Tally, Outlook, etc
- Good understanding and hard working, well coordination.
- Having good communication, organization and teaching skills.
- Ability to solve problems quickly and automate processes self-direction.
- Good listener and patient and Able to follow instructions well.

EDUCATIONAL QUALIFICATION:

- 2004-2007 - **Diploma in Computer Engineering**.(Govt. Polytechnic collage Purappuzha)
- 2003-2004 - **ADCHMN- Advanced Diploma in Computer Hardware Maintenance & Networking** (ET&T Computer Edu.Centre Thodupuzha.)
- 2002-2003 - **Office Automation & DTP** (Vanitha Computer Education Alakode)
- 2002 (6 Months) - **Maintainance of Radio and TV Mechanism** (Govt. Polytechnic Collage Muttom)
- 1998 - **SSLC** (St. Mary's HSS Kidangoor)

COMPUTER PROFICIENCY : MS office, Outlook, Auto CAD, Tally ERP 9, Photoshop etc..

PERSONAL DETAILS

Permanent Address : Kannattutharayil (h), Kareelakulangara
Kayamkulam, alappy, Kerala, India.

Date of Birth : 25-Aug-1982

Marital status : Married

Languages known : English, Malayalam, Kannada, Tamil.

REFERENCE : **Mr. Nair - 050 6269485 (Coolpoint LLC SHARJAH)**

DECLARATION

I am, hereby declaring that above furnished information is true to best of my knowledge and belief. I shall be highly grateful to you.

PLACE : Sharjah UAE

Sincerely,
Smitha Soman