

**SOBHA S.K**

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## **INTRODUCTION**

An accomplished, result oriented achiever with a strong track record of performances over Management Experience as an Administrator/Project Support at Sustainable Builders (Al Barari Group) and also as a Teller at UAE Exchange. I have proved in my career history Excellent Management Skills, Strong Leadership Qualities with Attractive Leadership Personality and Interpersonal Skills. Moreover, capable of resolving multiple and complex matters and motivating teams to peak performances. Utilize keen analysis and insights, also team approach to drive organizational, project improvements and implementation of best practices.

## **CORE COMPETENCIES AND HIGHLIGHTS**

- 1 Persuasive Communication
- 2 Leadership & Team works
- 3 Retail Management and Commercial Orientation
- 4 Financial Reconciliation/Reporting Strategic Thinking
- 5 Problem Solving Capability
- 6 Customer Orientation
- 7 Building Collaborative Relationships Interpersonal Awareness

## **Objective**

Looking a new opportunity In India where I can utilize above mentioned experiences & Skills to expand my career in Administrative Sector which will help me to achieve my challengeable personal life Goal Line with well-established company Profile

## **PROFESSIONAL EXPERIENCES AND ACHIEVEMENTS**

### **Administrator/Project Support-Sustainable Builders,Dubai,United Arab Emirates (Al Barari Group Since 2016 August-2017)**

- Attending phonecalls.
- Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System.
- Ensure proper document control support is given to each project.
- Produce and maintain Document Progress Reports to Project Managers.

- Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation requirements.
- Create Document Control and correspondence folders for individual projects.
- Work in strict co-operation with the Project Manager to ensure project progress status integration.
- Ensure all templates used with the department conform to the Company standard.
- Ad hoc duties as required to assist the project team.
- Petty cash management
- Preparation of project letters
- Preparation of all document transmittals and maintaining logs
- Office file management
- Office supplies & stationeries
- Vehicle coordination for project related documents.
- Preparing quotations & maintaining updated documentation logs
- Monitoring maintenance contract & sending renewal notice
- Creating project document on system
- Maintaining payment logs for individual projects
- Preparing Minutes of Meeting

**Teller –UAE Exchange Branches (World Trade Centre Mall and Abu Dhabi Mall Branch)(Since 2012 Feb –July 2016)**

- Handling customer complains
- Providing help and advice to customers using UAE EXCHANGE products and services.
- Developing feedback or complaints procedures for customers to use.
- Keeping supplies and customer correspondence
- Handling bulk amount of cash for various bank deposits and from customers as part of their remittances
- Responsible for making profitable deals, for the purchase and sale of Foreign Currencies, quote better and attractive rates to the clients for commercial transfers, by monitoring the currency fluctuation and understanding the market conditions.
- Handling customer queries and solving their various problems. Attending various complaints and providing solution at the right time.
- Handling corporate customers by discussing the nature of business, source of funds etc. as part of AML Rules.
- Training for newcomers.

**Computer Skills**

- Excellent knowledge on Microsoft Office including Presentation & Excel skills
- Well aware & excellent with Computer software & Trouble shooting solving skills
- Well aware & excellent with professional Email communications & its tools utilize

**ACADEMIC CHRONICLE:**

<i>Course</i>	<i>Board/University</i>	<i>Institution</i>	<i>Year</i>
MBA [Finance & HR]	Bharathiar university	SreeSaraswathyThyagarajaCollege, Pollachi	2009-2011
BBM	Bharathiar university	SreeNarayana Guru College, Coimbatore	2006-2009
Plus Two	Kerala State Board	Government Higher Secondary School, Big Bazaar Palakkad	2006
SSLC	Kerala State Board	Karnaki Amman High School, Moothanthara Palakkad	2004

### **On the Job Training:**

§ Internship at Paragon Steels Pvt Ltd, Palakkad, India.

§ Project on the Study of *Organizational Climate* at Paragon Steels, Palakkad, India in PG.

### **Personal Details**

Passport ID : J1959373

Nationality : Indian

Languages Known : English, Hindi, Malayalam and Tamil

Current City : Kannur, Kerala.

### **DECLARATION**

I hereby declare that all the above-mentioned information is true and correct to best of my knowledge and belief.

**Sobha S.K**