

# Suhair Kalody

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## **PROFESSIONAL EXPOSURE**

### **1. Facility Coordinator**

**Al Taif Sanitary Cont. Co. Sharjah, U.A.E**

**August 2018 – June 2020**

- Administration support, Cold calls and introduction emails.
- Sales Quotation and Reports based on customer requirement
- Planning for New Facilities, Budgeting, Purchase Materials.
- Supervise construction / Renovation of Facilities, Quality and Safety control.
- Daily scheduling and coordination with technicians to do work smoothly.
- All documentation needed for safe and proper scheduled work environment.
- Negotiate and following with newly and running contractors.
- Coordination with sales and technicians to follow the client's requirements.
- Invoicing and data entry works.

### **2. Sales & Admin Coordinator**

**United Trading & Estate Services, Dubai, U.A.E**

**May 2013 – July 2018**

- Manage Export Orders by Sea, Air & Road and preparing shipping documents including B/L instructions, Invoice approved by Chamber of Commerce to get Certificate of Origin and preparing Packing list.
- Checking and verifying Import documents for clearing the shipment by Sea & Air.
- Managing and Preparing employee monthly payroll through WPS, including final settlements and leave statements.
- Assisting in Supply chain activities from the point of origin to point of consumption.
- Making arrangement and handover the shipping documents to Freight forwarding company to clear the shipment.
- Preparation of Tax Invoice, Proforma invoice and price quotation for the clients and marketing the products.
- Registering new food items in municipality through on-line and making the Import and Export documents for the food shipment.
- Handling the clients visiting in office showroom and making sales as a sales & marketing executive and also keeping coordinate with all local and abroad clients for continued sales support.
- Co-ordinate with sales team and schedule a meeting with them in a regular interval to improve the sales & business.
- Keeping proper follow up of appointments.
- Co-ordinate with accounts department, prepared statement of accounts and follow up for the payments to be collected.
- Familiar with ERP software with all Purchase and Sales entries, stock positioning and creation of new products.
- Stock checking and submit report to HOD.
- Evaluate the movement of the product and submit the sales report to HOD.
- Entering all the confidential data of the company into the system as a data entry operator.
- Filing documentation and all other admin & secretarial work.

**EDUCATIONAL QUALIFICATION:**

- SSLC from Board of Public Examination, Kerala India in 2005.
- HSE from Board of Higher secondary Examination Kerala India in 2007.
- Bachelor of Science from University of Calicut in 2011.

**PROFESSIONAL SKILLS:**

- Well versed in ERP software and MS Office.
- Typing skill – English & Arabic
- Supply Chain
- Vender Management
- Customer Relationship Management.
- Logistics
- Purchase & Procurement

**PERSONAL ABILITY:**

1. Quality consciousness, interest to learn and work on new projects.
2. Mentality to work hard.
3. Positive and practical approach with self-confidence.

Languages known : English, Hindi, Malayalam & Arabic.

**PERSONAL DETAILS**

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|---------------------|----------------------------------|
| NATIONALITY         | : Indian                         |
| GENDER              | : Male                           |
| MARITAL STATUS      | : Married                        |
| DATE OF BIRTH       | : 2 <sup>nd</sup> September 1989 |
| PASSPORT.NO         | : U2886886                       |
| VISA STATUS         | : Visit Visa                     |
| UAE DRIVING LICENSE | : Yes                            |