

Aswathy Sreelatha Babu

Admin Sales Coordinator

Profile

A young motivated & well-disciplined professional with 4 years experience in Retail, Human Resource & Sales Administrative role with the ability to manage multiple assignments effectively under extreme pressure while meeting deadline schedules.

I am strongly skilled in organization, problem-solving, customer service, and multitasking while being committed to excellence.

Employment History

Admin & Sales Coordinator, Wimpey Specialty Chemicals Trading LLC

Abudhabi | 2019 November - 2021 March

Wimpey Specialty Chemicals LLC specializes in high performance specialty chemicals for Oil field and Water Treatment Applications. It also deals with commodities. Overall objective is to provide material, products and services to support the business activities of Wimpey Specialty.

- Collaborated with team to define business requirements for organizational processes, achieve productivity standards and adhere to accuracy standards. Developed team communications and information for meetings.
- Organized envelopes, postage and mail correspondence for staff and management, maintaining postage meter and coordinating with delivery and courier services.
- Handled logistics, agendas and travel arrangements for meeting and event planning for Board of Directors, and executive Directors □ Answered, responded to, and transferred over daily phone calls and give proper quotations for the Clientsfor the enquiry.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Maintains the work structure by updating job requirements and job descriptions for all positions and Compiling reports andspreadsheets and preparing spreadsheets and update company personnel records and documentation.



INFO

ADDRESS

Sharjah, United Arab Emirates

PHONE

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EMAIL

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BIRTH DATE

23.10.1991

NATIONALITY

Indian

SKILLS

APTITUDE

Progressive

HONESTY & INTEGRITY

High

ACCURACY

High

TIME MANAGEMENT

High

TEAMWORK

High

LANGUAGES

ENGLISH

High

MALAYALAM

High

TAMIL

High

- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.

Department Manager & HR Specialist, RelianceRetail

Trivandrum, Kerala | 2017 November - 2019 October

India's largest apparel retail store with strong presence of 570 stores across the country, A hundred percent subsidiary of RELIANCE INDUSTRIES LTD

- Administer the work of support staff and specialists of their team.
- Building a relationship between employee and organization management
- Recruiting and hiring new staffs and giving proper Training
- Moderate and act on employee benefit programs
- Avoiding and solving different types of conflicts arising in an organization
- Organized new office and designed systems to maximize administrative operations.
- Planned logistics for off-site meetings by contracting for meeting space and ordering catering.
- Screened phone calls, emails, mail, and visitors to route and resolve information requests.
- Maintained corporate records, personal financial statements, and employee personnel files.
- Contributed to smooth business operations by planning and organizing meetings and conferences, including conference calls.
- Takes initiatives for the growth in EBITA of the Store.
- Ensures high standards for various internal and external audits conducted on a timely basis.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed

Education

Masters of Business Administration - HR & Marketing, MG University

2015 - 2017

Diploma in Computer Application, Kerala University

2014 - 2014

Bachelor of Arts in English Language and Literature, Kerala University

2010 - 2013

Higher Secondary, (Sabarigiri Higher Secondary School

2008 - 2010

References

Available Upon Request