

CV



**SOLLY KOLAMPARAMBIL**

APPLIED FOR  
**RECEPTIONIST**

① **MOBILE**

**+971 54 720 5334**

✉ **EMAIL**

[sonaachariya@gmail.com](mailto:sonaachariya@gmail.com)

## EDUCATION

- 📖 Graduated in  
**B.Sc.**  
Acharia institute of Technology Bangalore  
– 2015
- 📖 Higher Secondary Education in  
Vocational Higher Secondary,  
Kanakkary - Kerala State Board  
– 1997
- 📖 Matriculation in St. Pauls GHS  
Vettimukal - Kerala State Board  
– 1995

## WORK EXPERIENCE

- ☑ 1 year Worked as a  
**Purchasing Assistant** in  
Ain Al Saqr Transport LLC Dubai
- ☑ 2 year Worked as a  
**Purchasing Assistant** in  
Trade Key Trading LLC. Dubai

## PROFILE

Career : To be associated with a professional and global organization which offers an exciting and challenging career, values individual contribution and to work in a collaborative, participate in requirements gathering, analyze business processes and existing information systems and to implement business logics which will provide opportunities for continuous growth and development

### **PERSONAL DETAILS**

Nationality : Indian

Gender : Female

D.O.B. : 14 Feb 1980

Marital Status: Single

### **PASSPORT DETAILS**

Passport : # N2455762

Date of Issue : 1<sup>st</sup> Sep 2015

Date of Expire : 31<sup>st</sup> Aug 2025

Visa Status : Visit Visa

### **LANGUAGE KNOWN**

- ENGLISH
- HINDI
- MALAYALAM
- KANNADA
- TAMIL

## SKILLS

- ✓ Maintain strong working relationships with our vendors.
- ✓ Review purchasing agreements with vendors and maintain open lines of communications with those vendors.
- ✓ Develop an active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers.
- ✓ Stay up to date with industry trends and establish long-term purchasing arrangements with vendors when it is beneficial to the company.
- ✓ Compare product deliveries with issued purchase orders and contact vendors when there are discrepancies.
- ✓ Hard working, Self-motivated,
- ✓ Optimist, Multi-tasking skills
- ✓ Maintain a good relationship & Co-ordination within the organization.
- ✓ Ready to accept all type of challenges.

### **DECLARATION**

I hereby declare that the information's furnished above are true to the best of my knowledge and belief that I am in possession of the documents in proof of the made in this application.

Date:

Place:

Signature: .....