



## PROFILE

*I am hard working motivated and enthusiastic administrative assistant with a proven track record in business administration and project management. I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in a challenging and fast- faced environment, particularly when dealing with multiple projects at the same time.*

## PROJECT/ SALES CO-ORDINATOR

# SUDHEESH MOHAN

### CONTACT

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### EXPERTISE

MS Office	<div><div></div></div>
EXCEL	<div><div></div></div>
JAVA	<div><div></div></div>
ORACLE	<div><div></div></div>

### Roles & Responsibilities:

- Giving full administrative and secretarial support to the officer manager.
- Drafting formal letters using Microsoft word.
- Deal with enquires from all staff and visitors in a courteous and professional manner (face to face, over the phone and through email
- Performed general office duties and administrative tasks.
- Maintains attendance Register.
- Preparing of MIS Reports. (Related to sales, Purchase and transportation) on fortnight & monthly basis.
- Excellent Documents Controlling System.

### Key Skills

- Communication
- Organization
- Ability to Remain Calm Under Pressure
- Negotiation
- Attention to Detail
- ICT (Information and Communication Technology)
- General Administrative Skills
- Problem Solving
- Business Acumen
- Teamworking

### EDUCATION QUALIFICATIONS

- **B.sc Computer science**  
Sree Ragavendhra University
- **Plus, Two -**  
**(Computer science)** - Board  
of Higher Secondary Kerala
- **SSLC-Board** of **Public**  
**Education, Kerala**

### PASSPORT DETAILS

Passport: L5676263  
Date of Issue: 22-10-2013  
Date of Exp: 21-10-2023

## **WORK EXPERIENCE**

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**1. Company:** AL JABER HEAVY LIFT

**Designation:** Admin Assistant

**Periods:** 2018 - 2021

**Duties and Responsibilities:**

- Provides administrative support to ensure efficient operation of office.
  - Answers phone calls, schedules meetings and supports visitors.
  - Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
  - Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
  - Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
  - Exhibits polite and professional communication via phone, e-mail, and mail.
  - Supports team by performing tasks related to organization and strong communication.
  - Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
  - Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
  - Provides information by answering questions and requests.
  - Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
  - Contributes to team effort by accomplishing related results as needed.
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**2. Company:** AL JABER HEAVY LIFT

**Designation:** Procurement Officer

**Periods:** 2017 - 2018

**Duties and Responsibilities:**

- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

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**3. Company:** HDFC BANK  
**Designation:** Admin Assistant  
**Periods:** 2015-2017

**Duties and Responsibilities:**

- Diary management, including organising internal/external meetings
- Handling sensitive and confidential material and information
- Establish professional and effective communication at all levels with internal stakeholders and assistants in your area
- Cultivating relationships with external clients and their assistants, develop knowledge of banker's clients, transactions and specific individuals where possible.
- Manage professional response to telephone calls, taking ownership of queries
- Management of email system, prioritising and responding where appropriate.
- Arranging conference calls and video conferences internally and externally
- Handling expenses using Concur system – with a general understanding of the bank's policies
- Completing CRM on a weekly basis
- Pre-empt and highlight to the Business Manager out of policy expenses

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**4. Company:** SARATHY AUTO CARS  
**Designation:** Sales Officer  
**Periods:** 2012-2015

**Duties and Responsibilities:**

- Greet customers arriving at the dealership
- Showcase the dealership's vehicles and explain their features and warranties to customers
- Answer customer questions about cars, financing and purchase process
- Accompany customers on test drives, collecting licenses and documentation beforehand per best practices
- Negotiate car prices and trade-in values for customers' vehicles
- Coordinate with the finance department to determine each customer's financing and ownership options
- Contact past customers to ensure they are satisfied with their vehicles

**DECLARATION**

I hereby declare that the above furnished information is true to best of my knowledge and belief. I am confident that, with my excellent analytical skills and entrepreneurial drive, I would be able to contribute significantly.

Date: DEC,2021

**Place: FUJAIRAH**

**SUDEESH MOHAN**