



LIJU SUNNY

SENIOR ADMINISTRATIVE ASSISTANT

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Permanent Address: Olipurathu House Cherukole P.O, Kozhencherry –689650

Present Address: KRH Camp, Building no: 17, Block No: 1, Street No: 7, Abu Halifa, Kuwait

WORK EXPERIENCE

8 Years

AGE

29

PERSONAL SUMMARY

A motivated administrative professional with 8 years' experience in Logistics, Customer Service and Administrative support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done.



Education

MBA - Logistics
NIBM, Trivandrum

Graduated, 2019

B.Com
Nampoothiris college
Thiruvalla

Graduated, 2012



Professional Skills and competences

- Experience in Customer Service to respond to a variety of customer requests and inquiries via the telephone, email or in person over the counter.
- Proficiency in Maximo Web Application for issuing materials against work orders.
- Diploma in Desk Top Publishing.
- Knowledge of SAP Software.
- Knowledge of MS OFFICE Word, EXCEL, PowerPoint and Outlook.



Training and Certifications

- GCSS ARMY and Customer Service Training Certification.
- SAMS-1E Training Certification.
- SAFETY MONITOR Training.
- CPR AED (American Heart Association).
- SAP Certification.



Licenses

- Indian License - LMV and also international license holder.
- US Army Base License - Fork Lifts (4k, 6k, 14k, and NTV 2-9pass).



Professional Experience

SENIOR ADMINISTRATIVE ASSISTANT

LOUIS BERGER - POWERGEN, Camp SPOD, Kuwait (Jan 8, 2021 to Present)

Responsibilities

- Issue materials against work orders using Maximo Web Application and close work orders in Maximo.
- Daily report accountability and prepare service reports to submit to management.
- Handling administration of the office and co-ordinating with different camp offices located in Kuwait.
- Assist senior managers and executives with their daily organizational tasks.
- Good practical experience with Outlook.
- Review and optimize office policies and procedures, particularly documentation and filing system.
- Arrange safety training meetings and guide employees on the safety measures to be taken.
- Ensure that employees follow company policies and safety procedures.
- Being a point of contact between staff and management.
- Manage employee grievances and leaves.
- Ensure proper reporting of employees during duty hours.
- Writing and issuing emails to teams and departments on behalf of teams or senior staff.

PRODUCTION / PROPERTY CONTROL SPECIALIST

VECTRUS, MANIT FMS-B Shop Supply Camp Beuhring, Kuwait (Apr 15, 2015 to Jan 7, 2021)

Responsibilities

- Analyse, plan, and manage production control activities to improve runtime.
- Review production plan to identify risks and communicate the same to Manager.
- Plan inventory management technique to avoid any shortages and excesses.
- Use Maximo Web Application for issuing materials against work orders.
- Plan and monitor material movement in production cycle to ensure continuous operations.
- Develop process improvements for inventory, manufacturing and production control systems to meet business objectives.
- Analyse customer orders and establish production schedules for timely delivery.
- Review change orders and execute them appropriately.
- Investigate production control problems, analyse root causes, and derive solutions.
- Ensure that staffs follow company policies and safety procedures.
- Determine equipment, material and manpower requirements for each job order.
- Monitor the execution of job orders and adjust production schedule for timely delivery.
- Develop positive relationship with staffs and customer to meet productivity goals.
- Negotiate job orders with customers based on equipment capacity and material availability.
- Analyse current and backlog job orders and accordingly develop production plan and schedules.
- Work with materials, manufacturing and purchasing departments in identifying and resolving production planning problems.

STORE CLERK & ADMINISTRATION EXECUTIVE

Anoop Electronic, Pullad, Kerala, INDIA (June 2013 to July 2014)

Responsibilities

- Coordination of Store Inventory control, purchase, factory and sale department.
- Receiving raw material as per purchase Local Purchasing Office, Handover the raw materials as per request form.
- Send the materials as per sale Local Purchasing Office.
- Monthly report as per purchase Local Purchasing Office and sale Local Purchasing Office.
- Check the transportation bill.

SENIOR CUSTOMER RELATIONSHIP EXECUTIVE

VODAFONE, KERALA, INDIA (Jan 2012 to June 2013)

- Preparing daily and monthly reports.
- Making revenue by cross selling & Hitting monthly targets.
- Cash Management other back-office Process management.



AWARDS AND HONORS

- Best Employee Award for the year 2016 and 2018 - VECTRUS, MANIT FMS-B Shop Supply Camp Beuhring, Kuwait
- Best Customer Service Award for the year 2019 - VECTRUS, MANIT FMS-B Shop Supply Camp Beuhring, Kuwait



Personal Details

Date of Birth	:	16/12/1991
Marital Status	:	Married
Nationality	:	Indian
Passport Number	:	K7820514
Date of issue	:	14/12/2012
Date of Expiry	:	13/12/2022
Languages Known	:	English, Hindi, Malayalam, Tamil.
Alternate e-mail	:	shebarajan025@gmail.com

Declaration

I do hereby declare that the above given information is true to the best of my knowledge and belief. I hope that on consideration of my C.V, you will be persuaded my potential to perform well and to take a real contribution as a member of your firm.

With thanks & Regards

LIJU SUNNY