



LAKSHMI PRIYA A

Contact : 054 5806332

Email: lovelypriya3112@gmail.com

Operations Coordinator Al Ghurair Facilities Management

Al Ghurair Facilities

AG Facilities is one of the leading facility management companies with exceptional experience in managing diverse clients throughout the region. AG Facilities operations span across the UAE including Dubai, Abu Dhabi, Al Ain, Northern Emirates and the Western region. Having a unique delivery capability, it provides the entire spectrum of facility management solutions, civil projects and fit-out services to its clients.

January 2020 - till date

Position: Operations Coordinator

- Assisting with the management of daily operational activities
- Preparing and maintaining operation documentation and reports
- Liaise between client and management to ensure smooth operations
- Assisting with project management on tracking progress and resolving issues
- Arranging and assisting in onboarding of new joiners
- Co-ordinating in manpower allocations
- Coordinating with project in charges for manpower related issues
- Planning monthly staff duty roster with project managers
- Maintaining petty cash based on urgent requirement
- Record maintenance and keeping accurate filing system
- Coordination with HR team on staff leaves and resignations.

COURSE	COLLEGE/INSTITUTE	UNIVERSITY/ BOARD	YEAR
BCA	Bharath Arts and Science College, Thanjavur	Bharathi dasan University Trichy	2016
HSSC	Govt Higher secondary School Pattukottai	State Board	2013
SSLC	Govt Higher secondary School,Pattukottai	State Board	2011

Professional experience

- Kun Honda showroom as Assistant Manager, Kodambakam Chennai (6 Months).
- Works as a MANAGER at Natural Beauty Saloon Industry , Chennai (2 Years)
- Organizing employees Shifts,Considering Peak Times And Seasonality.
- Receive Payment From Client And Track All Transactions
- Hiring And Training Beautician As Needed
- Overseeing Daily Saloon Operations
- Works as a GRE (Guest Relation Executive)OYO Rooms, Chennai (6 Months)
- Working as Hostess in Savya rasa Restaurant in chennai (1 Year).

TRAINING

- 3 Month in Kerala Chip Soft Ware

SKILL SET PROFILE

- Ability To Learn faster and Adapt To New Technologies
- Willing To Work In Team And Interact with Those Professionals.
- Effective Communication And Excellent Presentation And Interpersonal Skill.
- Effective Work Based On The Client Requirements.

STRENGTH

- Good team player
- Good communication skills
- Ability to learn quickly

PERSONAL PROFILE

Father's Name	:	Ananda Krishnan .D
Date of Birth	:	31-12-1995
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Hindi, Tamil, Telugu
Passport No	:	P2431460