

CURRICULAM VITAE

SHERIN GEORGE SELVA KUMAR

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D.O.B: 24-Jan-1993

Visa Status: Visiting Visa (Expiry on Jun 6th)

Passport Number –N0535010

Nationality: Indian



Admin & HR Assistance/Front Office /Sales Professional with one year of work experience in a reputed company of HDFC Bank in India and 3+ years of work experience in Dubai.

OVERSEAS WORK HISTORY:

PROFESSIONAL EXPERIENCE IN DUBAI:

4. Admin cum Secretary

Temco Heavy Equipment Trading LLC – Dubai (Dec 2018 to Dec 2019).

Job Responsibilities:

- Handling front office activity, answer phones, and manage daily clients.
- Contact customers to follow up on payments and resolve invoice issues.
- Strong experience and knowledge in following up and collecting the payments monthly wise. (my success rate is 95% achieved).
- Frequently following the outstanding details and coordinating to collect the payments.
- Coordinates work flow and meet deadlines.
- Increasing efficiency, minimizing errors, and administration time.
- Provide timely service, which ensure prompt and fair settlement in accordance with company policies and guidance.
- Preparing Quotation for the Client to Purchase the Equipment.
- Preparing Invoice monthly wise.
- Maintain proper files by collecting and organizing all relevant documents using the company software system.
- Other duties as assigned.

3. HR Assistant & Admin

Ramp Star Technical Services LLC- Dubai (Feb 2018 to Oct 2018)

Job Responsibilities:

- Maintaining the Employees details with securely.

- Preparing Quotation for the Client to Hire Technician.
- Preparing Invoice as per the Time Sheet.
- Sending E-mails and Message as per clients Requirements.
- Preparing the Salary for the Employees.
- Frequently following the outstanding details and coordinating to collect the payments.
- Attaining monthly targets specified by the management.
- Document controlling

2. Office Admin & Secretary

ASP Accounts and Auditing - Dubai (2016 to 2017)

Job Responsibilities:

- Maintaining the client's details with securely.
- Frequently contacting potential or existing customers and inform them about our new plans.
- Sending E-mails and Message as per clients Requirements.
- Maintaining the records of calls and sales useful information.
- Frequently following the outstanding details and coordinating to collect the payments.
- Go with Manager for the Meeting.

EXPERIENCE IN INDIA:

1. Bank Sales Officer

HDFC Bank - India (2015 to 2016) (E.C : 157283)

Job Responsibilities:

- Generating Leads from various Sources.
- Maintaining the client's details.
- Frequently contacting potential or existing customers and inform them about our new Products and Services
- Sending E-mails and Message as per clients Requirements.
- Interact with customers for all their banking related needs.
- Having friendly rapport with customers even after the sales and maintaining the good relationship with clients.

Professional Records:

Course: MASTER OF BUSINESS ADMINISTRATION (MBA)

College: LORD JEGANNATH COLLEGE OF ENGINEERING AND TECNOLOGY

University: ANNA UNIVERSITY, in CHENNAI

Graduation Year: 2015

Course: BA (ENGLISH LITERATURE)

College: WOMEN'S CHRISTIAN COLLEGE, Nagercoil

University: MANONMANIUM UNIVERSITY, in TIRUNELVELI

Graduation Year: 2013

Software / System Skills:

- MS – Office (Word, Excel, Power point)
- Excel (current version 2017)
- Visual Base Application (VBA)
- Internet Browsing

Languages:

Tamil – Mother tongue

English – Excellent reading, writing and speaking

Malayalam – Speaking.

Specialized Skills:

- Verbal and written communication
- Continuous Process Improvement
- Client and Customer Relations
- Training and Leadership

Personal Attributes:

- Assertiveness and sincerity are my success spellers
- Effective verbal and non-verbal communication.
- Self-belief and ability to grasp things easily

ACKNOWLEDGEMENT

I hereby declare that all the details and information provided is relevant and true to the best of my knowledge.

Place:

(Signature)

Date: