CURRICULUM VITAE

THARAKESWARY

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Objective:

A challenging and enriching career in the field of Pre-tendering Coordination, Secretarial and Administrative Duties in a reputed organization with commitment, hard work and applying the work experience for the better use of the organization.

Highest Academic Qualification:

**B.com Graduate (**University of Kerala, India)

Experience Overview:

QS Co-coordinator with **18 years of Pre-tendering Documentation** Overseas Experience **(Oman)**, One and a half years as Jr. Accountant and 10 years Indian experience capable of managing various duties.

A. GCC Countries

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| **Presently working in a reputed firm at their Corporate Office, Sharjah, having branches at Dubai and Abu Dhabi as Secretary to CEO also looking after the Credit Control, Checking Agreements, LPOs, dealing with the company mails and reporting as well as sending prompt replies to various clients, sales persons, co-ordinators etc., as per the instruction of CEO and AGM.**  |
| **Name of Company**  | **Saif Al Harrassy & Co LLC,** **Muscat** | **Dolphin Trading & Investment LLC, Muscat** |
| **Functional Area**  | **Junior Accountant** | **QS/ Estimation/Tender Coordinator** |
| **Working Period** | **August- 2018 to November 2019**  | **August 2007 to August 2018** |
| **Reporting To** | Divisional Manager (Accounts) | CEO & MD |
| **Value of Projects** | OMR 200,000,000.000 Million | OMR 500,000.000 |
| **Name of the Company** | **Nagarjuna Constructions****Muscat** | **Al Nahdha Al Omaniah Co. LLCMuscat** |
| **Functional Area** | **QS Co-ordinator** | **QS/ Estimation/Tender Coordinator** |
| **Working Period** |  **May 2006 to July 2007** | **June 1999 to August 2004** |

B. Indian

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| **Name of Company**  | **M /s. AZTEC INDIA** **(Institutional Partners of LG Electronic India)** | **ACS Computers****Kochi** |
| **Functional Area**  | **Office Executive cum Secretary** | **Data Entry Operator** |
| **Working Period** | **July 2020 to August 2021**  | **December 2005 to April 2006** |
| **Reporting To** | Managing Director | Production Manager |
| **Name of the Company** | **Rallis India Limited****Kochi** | **The South Park (ITC Welcome Group)****Kochi** |
| **Functional Area**  | **Commercial Assistant** | **Jr. Confidential Secretary to GM** |
| **Working Period** | **September 1991 to May 1999** | **August 1990 to August 1991** |
| **Name of the Company** | **Madras Fertilizers Limited** |
| **Functional Area**  | **Temporary Assistant** | **Commercial Trainee** |
| **Working Period** | **May 1987 to July 1987** | **August 1987 to February 1988** |

Role &Responsibilities (Muscat)

* Working as Quantity Survey Co-coordinator of the company reporting to AGM.
* Receiving Tender Enquiries through company mail/fax for both Civil & Structural Steel Works and forwarding to AGM, Sr. Manager Mechanical, CEO and Managing Director accordingly
* Updating the newly floated tenders in the Tender Enquiry Register and forwarding to the concerned Costing Engineers assigned by AGM
* After getting the approval to quote for a tender arrange to purchase the tender documents in coordination with Accounts Department
* Distribution of tender documents to the concerned Costing Engineers after collection of the same.
* Informing and arranging Costing Engineers for the Site Visit scheduled for each tender
* Co-ordinate for the preparation of tender queries to the consultants / clients of the tenders and associated follow up.
* Distributing the Addendums/circulars to all the concerned Costing Engineers.
* Preparing technical submissions specified in the Tender Documents
* Preparing offers for each tender, filling Form of Tenders, BOQs and further documentation works.
* Preparation of regret letters /mails if not intend to submit the tender.
* Forwarding Tender Bond request letter to Accounts department as per the instruction of AGM and follow up for the collection of the same and submit along with the tender offer.
* Preparing correspondences related to Monthly Interim Invoices, Variations etc. of on-going tenders in co-ordination with site QS Engineers.
* Checking of company email and reporting to AGM, BDM, CEO and MD within strict deadlines
* Checking the mail for Mechanical Dept. (Structural Steel Works) for PDO related jobs and forwarding each RFQs to Sr. Manager –Mechanical.
* Preparation of offers for the Mechanical Department after cost finalization, as per the instruction of Sr. Manager-Mechanical and maintaining costing sheets accordingly.
* Assisting Sr. Manager – Mechanical for the comparison of costing made before and reporting to MD for finalizing the current RFQs.
* Controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation in accurate and efficient manner.
* Manages various aspects of document control.
* Sorting and distributing incoming documents and organizing and sending outgoing documents.
* Custodian for all original documents.
* Involving additional tasks if any, assigned by superior / reporting head.

Software Proficiency:

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| * MS Office
* Focus

Key Strengths:* Sound knowledge in documentation jobs
* Good verbal and written communication skills.
* Ability to deal with people.
* Willingness to learn
* Team facilitator
* Ability to work under constraints as part of a team or autonomously.
* Extra Commitment towards responsibilities and smart working to achieve final goal without time limit
* Can handle secretarial, document controller, data entry operator and accounts assistant, provided with guidelines of advanced systems
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Personal Attributes:

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| * Integrity & Ethics.
* Leadership.
* Team work.
* Recognition
* Communication.
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Personal Details:

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| **Name** | : Tharakeswary Vasanthakumar. |
| **Date of Birth**  | : 26.05.1968 |
| **Nationality** | : Indian. |
| **Sex** | : Female. |
| **Marital Status**  | : Married |
| **Passport No** | : L9738813 |
| **Linguistic Proficiency** | : Speak : English, Hindi, Malayalam & Tamil |

Declaration:

I, hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.

**Tharakeswary Vasanthakumar**

**Mob.# +971563936179**