

To The HR Manager/Recruitment Officer

HR Department

Dear Sir/Madam:

Greetings!

With my sincere desire to render service in your prestigious firm, I have the honor to apply for any vacant position relevant to my skills and qualifications. To assess my capabilities and credentials, I hereby attached my detailed resume for your kind perusal and consideration, as a first step in exploring the possibilities of employment with your company. It would be undoubtedly great deal of delight for me to work for your reputable organization.

I am proficient in oral and written communication, creative, resourceful, flexible, fast-learner, hardworking and can work effectively under pressure and with minimum supervision. I have a positive attitude towards work and other subordinates. With the experience that I gained all these year, I am now looking forward for a greater opportunity that provides me with innovative and challenging work opportunities in a professional organization, which respects individual initiatives and hard work.

Furthermore, I would like to confirm that I am in a position to take any assignments at a short notice. Please notify me through my contact number or email address if further information or interview is desired at your most convenient time.

Thanking you and looking forward to receive your favorable reply. Your kind Consideration and preferential attention on this regard is highly appreciated.

Respectfully yours,

Chippy Alexander

Mobile No. +971 589503489

Email: chippyalexander123@gmail.com



CHIPPYALEXANDER

+971 589503489

chippyalexander@gmail.com

Dubai, UAE Employment

Vist Visa

OBJECTIVES

To be able to apply the knowledge I have learned for the benefit of the company thus working in a challenging position that calls for utilization of my talents and offers opportunities for professional development.

QUALIFICATION/SKILLS

- Proficient Microsoft Office application (**Word, Excel, Power Point, Outlook**).
- Excellent command of the English language, oral and written.
- Goal-oriented-team player with consistent focus on achieving superior productivity.
- Problem analysis and problem solving.
- Attention to detail and accuracy.
- Adaptability, initiative and stress tolerance.
- Customer service orientation.

EDUCATION

Bachelor of Engineering and Technology (MG University, Kerala)
Year of Passing 2017
Higher Secondary Education (Kerala State)
Year of Passing 2013
S.S.L.C (Kerala State)
Year of passing 2011

WORK EXPERIENCE

➤ Empire Arts L.L.C(UAE) March 03, 2020 - Till Date. Accountant Cum Document Controller

- Responsible for proper documentation of incoming and outgoing documents.
- Printing of enquiry, drawings and BOQ from Clients.
- Processing of vital records including scanning and copying
- Establish and maintain reference of documents. Be aware of the various record keeping and reporting procedures of the company's quality standards.
- Correlating information relating to the projects and proposal records.
- Type, copy, distribute and file the project correspondence and minutes of meeting.
- Send material enquiry to all suppliers.
- Prepare and submit LPO and follow up orders.
- Prepare Delivery of Materials and Invoices to the Clients.
- Auditing Financial Information.
- Analyzing accounts and business plan.
- Preparing accounts and tax returns.
- Send, receive and distribute IR/letters, mails and fax correspondences to the concerned department.
- Handle Incoming calls and take the messages when necessary.
- Assist in the preparation of the minutes of meetings with the managers and directors

➤ Macmin Infotech Solution PVT. LTD (INDIA) May 2018 - Jan 2020 Document Controller/ Secretary

- Screening phone calls, enquiries and requests, and handling them when appropriate.

PERSONAL DATA

Date of Birth: August. 18, 1995

Marital Status: Single

Citizenship: Indian

Languages: English, Hindi and Malayalam

SKILLS

Professional

MS WORD

EXCEL

POWERPOINT

OUTLOOK

PDF

ADDITIONAL SKILLS

- *Outgoing, confident and enjoy dealing with people.*
- *Courteous but firm when dealing with difficult, impatient or distressed people.*
- *Able to stay calm under pressure and/or at busy times.*
- *Respect for confidentiality and discretion.*

WORK EXPERIENCE

- Dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
- Carrying out background research and presenting findings.
- Confer with clients to obtain and provide information when Claims are made on a policy.
- Organizing and attending meetings and ensuring the manager is well prepared for meetings.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Devising and maintaining office systems, including data management and filing, coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Inspect property, examining its general condition, type of construction, age, and other characteristics, to decide if it is a good insurance risk.
- Perform administrative tasks, such as maintaining records and handling contract.
- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.

➤ **Pittapillil Agencies (INDIA)**
July 2017 - April 2018
Reception / Admin.