

SEKAR JAYARAMAN

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Location : Dubai

CARRER OBJECTIVE:

To work hard with full dedication for the achievement of organization Objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things.

WORK EXPERIENCE:

2009– 2020 process Associate- Admin &Operations

For **HCL Technologies LTD, Chennai, India**

- Responsible for New Vendor Development, Price Negotiation with vendor, PO releases, Material Delivery and Payment
- Coordinating with Allied team for Stock Verification, Analysis of Vendor Performance & Price Variance.
- Maintaining and replenish inventory, check stock to determine inventory levels & anticipate needed supplies, verify receipt of supply, Co-ordinate with agencies, organizations and groups.
- Resolving and managing queries and complaints courteously and efficiently.
- Organizing Client Visit for the project & system Planning.
- Maintaining all Agreements and Audit process of Café.
- Handling Documentation and file management for the facilities
- Organizing office operations and procedures.
- Maintaining all databases staff reports &prepare expenses and operates within its limits.

KEY ACCOUNT EXECUTIVE

- Managed a Major client for reporting and communication.
- Responsible for day to day operations & activities for warehouses across India.
- Organizing & controlling the Transport Routes.
- Responsible for handling and managing Reverse Logistics.
- Helped in setting up and manage the operation of 5 Warehouses in multiple locations.
- Make regular reports and statistics on a weekly, daily and monthly basis
- Ensure the expenses are within the Budget.
- Escalate the orders to operation team timely for shipment timeline.
- Responsible for Clearance of goods from Port to consumer end.
- Maintained Clearance's documentation and uploading SWB in Govt Portals.
- Planning & Designing the storage Layout.
- Responsible for costing and quotation accuracy.
- Prepare daily/weekly and monthly reports.

CLIENT VISIT HOSPITALITY MANAGEMENT INCLUDES:

- Budgeting of Client Visit
- Room Booking for Foreign Clients
- Transport Arrangement of Clients & Senior Management Client Access Cards
- System Access Control for Clients
- Special Food arrangement from 5 Star Category Hotels
- Client Welcome Kit & Gifts
- Facility Tour Arrangement for Clients
- Site Seeing & shopping Arrangement for Client
- Decoration of the Venue
- Collateral (Name Card, Tent Cards, Welcome Standee, Profile Booklets) Printing

ACADEMIC CHRONICLE:

- Completed B.Sc. (Chemistry) National College in Trichy
- B. ED Elizabeth College in Perambalur

TECHNICAL SKILLS:

- Ms Office, Excel & Power Point

PERSONAL DETAILS:

- **Date of birth** : 07-06-1985
- **Father's Name** : Mr. Jayaraman
- **Marital status** : Married
- **Languages known** : Tamil and English

(SEKAR JAYARAMAN)

Signature:

Date: