

SREEVIDYA NAMBIAR

050 7693289

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Location: Al Nahda, Dubai

MBA professional with more than 6 years' experience in UAE as Jr. Estimator, Sales Coordinator and Administrative Officer

Visa Status: Husband sponsorship visa valid till 2023

IT SKILLS

- Office Automation using MS Office
- MS Advanced Excel, Word, Powerpoint, Outlook.
- Logic Building
- Database Management
- Real Time Data Analysis

LANGUAGE SKILLS

Languages	Fluency
English	Proficient
Hindi	Proficient
Malayalam	Proficient

PERSONAL SKILLS

- Quick Learner.
- Self driven
- Creativity.
- Interpersonal Skills.
- Critical Thinking.
- Problem Solving.
- Public Speaking.
- Customer Service Skills.
- Teamwork Skills.

CAREER OBJECTIVE

Secure a responsible career opportunity to fully use my experience and develop skills, while making a major contribution to the welfare of the company.

EXPERIENCE

JR.ESTIMATOR • AL NABOODAH INTERIOR FIT OUT DIVISION, AL NABOODAH GROUP ENTERPRISES, AWIR, DUBAI.

DECEMBER 2017 – APRIL 2020

- Understand the project and its requirements.
- Determine key variables for cost and other estimates.
- Gather first-hand information from sites, warehouses, or other venues.
- Conduct research to obtain data on labor costs, materials, production times etc.
- Data analysis, forecasting and budgeting.
- Obtain and review offers and quotes by subcontractors or vendors.
- Create and submit estimate reports or bids to project managers, clients, etc.
- Build relationships with key vendors (subcontractors, suppliers, engineers etc.)
- Provide consultation on planning (schedules, manpower needs etc.)

SALES COORDINATOR • TELCON INTERNATIONAL GROUP LLC, DUBAI, UAE

JULY 2014 - NOVEMBER 2017

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when Sales Representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.

-Communication.

PERSONAL DETAILS

Visa- Residence

Passport – India

Marital Status – Married

Gender – Female

Date of Birth – 11-10-1988

Availability – Immediately

Exp. Salary – To be discussed.

- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.

ADMIN OFFICER • GLARE GRAPHIC ADVERTISING LLC, DUBAI, UAE

MARCH 2013 - JUNE 2014

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, approving supply requisitions, and assigning and monitoring clerical functions.
- Completes operational requirements by scheduling and assigning employees and following up on work results.
- Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.

INTERNSHIP – EMIRATES INDUSTRIAL PANELS LLC, DIP, DUBAI (April – June 2011)

Subject – Financial Ratio Analysis of Financial statements of last three years of EIP

EDUCATIONAL BACKGROUND

- ✚ Master of Business Administration • 2009-2011 • ITM
- ✚ Bachelor of English Language & Literature • 2006-2009 Kannur University
- ✚ Diploma in Data Science Management. 2019-2020. Hard & Soft IT Solutions.
- ✚ Computer Accounting Software: Tally, Peachtree, QuickBooks, Tradeasy from Sree Sankaracharya Computer Centre.