

Respected HR Manager/Hiring Manager

Subject: Job Application for the role of a Coordinator.

Dear Sir/Madam,

I hope you are fine.

I'm a Professional Coordinator with 2+ years of experience in United Color Films LLC (Beaver Gulf Group), Dubai, United Arab Emirates.

Through my experience, I was able to attain new skills that have enabled me to work on tough and short deadline tasks.

Right now I am working in Dubai and seeking a better opportunity to express my skills and knowledge in an esteemed organization.

I am able to join immediately, without any notice period.

Thank you for the kind attention, kindly consider my profile as my job application for the post of a Coordinator.

Please find my CV with this cover letter for your action.

Thanks & Regards,

Sijeesh C.S

Mobile Number: +971-554964477

Email ID: seasijeesh@gmail.com



SIJEESH C.S

E-mail seasijeesh@gmail.com
Contact No : +971-554964477
Residency : Dubai, UAE
Nationality : Indian

CAREER OBJECTIVE

I am a hard-working, Coordinator looking for a long-term opportunity with a growing company within the business community. I wish to utilize my education, experience and management skills in a way that would be advantageous to both my employer and myself.

EDUCATION

S.No	Qualification	Board / University	Year
1	Bachelor of Commerce	University of Calicut	2009-2012

EMPLOYMENT HISTORY

United Color Films LLC (Beaver Gulf Group)
Production Coordinator
September 2019 to Present

- Allocating employees to various projects.
- Coordinating with Project Managers.
- Arranging monthly/weekly project progress meeting.
- Preparing progress reports to the Management
- Maintaining labors overtime register.
- Daily monitoring attendance.
- Handling Petty cash
- Maintaining vehicle register in and out.
- Preparing material request to Procurement department.
- Preparing Delivery Notes.

- Ensuring closeout documents at the time project completion.
- Supporting to finance team for issuing invoices.

Key Skills:

- Customer Relations
- Creative problem solving
- Ability to work under pressure
- Good Team Player
- Able to meet deadlines

Languages:

- English
- Hindi
- Malayalam
- Tami

Software skills:

- Microsoft Office 2013,
- Tally ERP 9

Personal Details:

Date of Birth : 04-01-1992

Nationality : Indian

Marital Status : Single

DECLARATION

I hereby declare that all the details furnished above are true and best of my knowledge.

Sijeesh C.S

Dubai, United Arab Emirates.