

MAHALAKSHMI B

Master of computer application

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DUBAI, UAE



Master of computer application with 4 years of experience in Office Admin and Cashier, Currently on UAEVISIT VISA.

HARDSKILLS

WINDOWSOS

MS Office : WORD, EXCEL

TALLY (BASIC)

SOFTSKILLS

RESPONSIBILITYCOMMUNICATION

PROBLEM-SOLVING

FLEXIBILIY

TEAM-WORK

PERSONAL DETAILS

Father Name : Balusamy

Date of Birth : 03-06-1994

Gender : Female

Language : English,Tamil

Nationality : Indian

Martial Status : Married

PASSPORT DETAILS

Passport no : V2065837

Issus place : Tiruchirappalli

Date of Expiry : Aug-2031

OBJECTIVE

Highly motivated and talented individual seeks to serve as administrator, or any suitable post and I would like to enhance my career by associating myself with the right organization which can Provide me that opportunity and platform to prove my potential.

SKILL SUMMARY

- To ensure that all the operational delivery aspects of an assigned Project operational area are delivered in an effective and professional manner to the satisfaction of all direct and indirect clients.
 - Displaying initiative, confidence, and professionalism in any negotiations.
 - Can prioritize in a complex and fast-paced environment.
 - Developing a close working relationship with all service providers and suppliers.
 - Expertise in People and client management and service Delivery.
 - Establish and maintain open collaborative relationships with employees.
 - Calm under pressure and Polite and supportive manner.
- An effective time manager with the ability to multi-task & good man-management and interpersonal skills.
- Act as the direct customer-facing representative of the assigned building or geographical operational area in dealing with the customer for day-to-day operational requirement&Expertise in cost negotiation and finalization of scope of work.

ACADEMIC QUALIFICATION

- Graduated in stream of Master of computer application in Bharathidasan university, India - 2019
- Graduated in stream of Bachelor of Computer science in Bharathidasan university, India – 2014

WORKEXPERIENCE

Office Admin and Cashier.

Modern polytechnic college, Jayankondam, India May 2015- OCT 2017

Production Department (Data Entry).

Addons label PVT limited, Tirupur India, OCT 2019 to OCT 2021

Job Responsibility

- Manage and control the entire service operation and maintenance activities/deliveries of an assigned Building or geographical operational area under direct responsibility all services, in the most effective Manner delivers service.
- Following up with management for payment for suppliers and updates about progress.
- Budget preparation and maintain all services within contractual scope of work and agreement.
- Attending to clients daily, weekly, monthly meetings as required, find meaningful remedial/corrective Actions when responding to complaints.
- Prepare the quotation for repair & maintenance of asset and follow up for LPO issuance and job Completion.
- The production of the periodic progress reports as required as per company policy.
- Motivate and lead subordinates to execute and perform job responsibilities for maximum productivity while maintaining a high degree of morals.
- Complete and maintain accurate timely documentation and records as required by company policy and meeting the same in the auditing time.
- Monitor employees and AMC service provider service delivery by personnel observation to maintain. The required standards of housekeeping and MEP and specialized system services in field.
- Periodic site visits to ensure the work is executed as per the time and within allocated budget meeting best industry.
- Maintenance of a safe working environment for all staff and subcontractors engaged and aware of EHS safety standards as per company policy.
- Coordinating with teaching staffs regard their requirement and ensure to fulfilled the same.

DECLARATION

I hereby declare that all the above stated information's are true and best of my knowledge.

Date :

Place :

Yours Faithfully

(MAHALAKSHMI B)