



REVATHY V MENON

Mob : 00971 508108362

E-mail: revzdeepz@gmail.com

CAREER OBJECTIVES:

Seeking a position to purposefully utilize my qualifications under a reputed work environment where I am able to merge my technical qualifications and my passion for communication, to arrive on a unique combination of personal and organizational excellence. To utilize my skills and abilities in impacting the success and growth of an organization, in becoming or sustaining its reputation as a leader in the respected industry.

PROFESSIONAL EXPERIENCES:

Organization: Aptec Ingram Micro (August 2018 – till date) Temporary Contract

Designation: Senior Sales Associate (Sales Operations)/ Accounts Executive

- Creating CRM quotes for Dell and HP.
- End to end operational function for HP Networking.
- Maintaining the inventory allocations, backorders and invoicing based on customer requirements.
- Manage the relationship with clients all over the UAE region which included problem resolution for customer's queries.
- Liaison between the sales team and their customers for all related matters.
- Maintain and monitoring the operational procedures.
- Manage and monitor local and export shipment.
- Dealing with more than 40 vendors.
- Approving GP for almost 40+ vendors after verifying the GP threshold set by the management.
- Co-ordinate with the sales operation team for the corrective actions if any.
- Update the Sales Associate & PM about the vendor wise profitability.
- Approvals B2B vendor Purchase Orders after validating the customer PO.
- GP analysis by vendor.
- Booking the non-trade invoices after checking the PO.
- Processing the employee travel claims.
- Prepare the vendor wise report on employee travel claim.

Organization: Adnan Behbehani Private Real Estate (Sharjah, UAE)

Designation: HR cum Accounts (March 2014 – July 2018)

- Review and approve work such as tenant credit memos, non-recurring tenant billings.
- Working with spreadsheets, sales and purchase ledgers.
- Process payments as well as documents like invoices.
- Reviewing the monthly payables and receivables.
- Make and track payments.
- Verification of bills and vouchers and passing entries.
- Settlement of monthly expenses.
- Checking of physical cash balance.
- Controlling credit and chasing debt.
- Managing petty cash transactions.
- Strictly follow up of debtors & creditors.
- WPS processing and Administration works.
- Finalization of Employee Settlements.
- Interacting with Customers and Banks.
- Maintaining Employee Records, Attendance, Leave.
- Reconciliation of Bank accounts.
- Quarterly Report to the shareholders as per their requirement.
- Fixed Deposit Maintenance.
- Gathering audit data for statutory audit.

Organization: Kotak Mahindra Old Mutual Life Insurance Ltd. (Cochin, India)

Designation: Executive- Human Resource

Duration: May 2008 – Sept 2010

- Assist with day to day operations of the HR functions and admin duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Communicate with public services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews (managerial recruitments)
- Assist other recruiters to source candidates and update database.

TECHNICAL SKILLS:

- Tally ERP 9 6.3, Peachtree certified, QuickBooks.
- Scala, Eshop, MIS
- MS Office (Microsoft Outlook, Word, PowerPoint, Excel)
- Prompt in Accounting Software.
- Familiar with operating systems & browsing systems

EXTRA ACTIVITIES:

- Dance teacher
- Anchoring and cultural performance for an event management company.
- Coordinate various events.
- Volleyball player.

ACADEMIC CREDENTIALS:

Examination	Board\University	Year Of Passing
MBA (Finance & Marketing)	FBS	2008
B.SC (Physics)	Mahatma Gandhi University	2006
Higher Secondary (10+2)	Central Board of Secondary Education	2003
Secondary	Central Board of Secondary Education	2001

STRENGTH:

- Enjoy sharing practices and encouraging development of others to achieve specific team goals.
- Good communication and influencing skills and ability to build strong relationships at all levels.
- Self starter, sense of urgency & aggressive.
- Comfortable with change and challenging upwards.
- Goal oriented and ability to handle multiple tasks.
- Quick learning capability and hardworking.

PERSONAL DOSSIER:

Date of Birth : 25th March'1986
Nationality : Indian
Linguistic proficiency : English, Hindi, Tamil, Malayalam
Passport Number : J9441110
Visa : Husband's Visa

DECLARATION:

I, hereby solemnly ensure that all the information furnished above is true to the best of my knowledge and belief.

Place:

Revathy V Menon

Date: