



Curriculum Vitae
KALAMANI.C
ADMINISTRATION EXECUTIVE

UAE Mobile - 055 783 0663

U.I.D No - 66968068
Visa Type - Visit Visa
Visa Status - Active

Email : kalamani.be@gmail.com
Mobile : +91-7010011780 (INDIA)

Career Objective :

Looking for a highly motivating and Challenging team to exposure the opportunity for growing and utilizing to bring the career forward with positive and target the achievement.

Employer 1	Saraswathi Computers Tiruchirappalli - India	Administration Executive	12/2017 – 01/2021
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Responsibilities :

- ✓ Always makes high-level records of a sensitive note inside and outside information and details of a highly confidential and critical records.
- ✓ Collects and prepares project schedule, tasks and daily assignments of internal Supervisors and their staff and extend it to the suppliers.
- ✓ Leads administrative assignments, including leadership, team events.
- ✓ Being able to manage time effectively. Great understanding of Executive priorities to maximize time allotment.
- ✓ Build up strong relationships across the organization.
- ✓ Demonstrates extraordinary performance on confidential information and details.
- ✓ Coordinate with suppliers & ensuring timely receivable on ordered materials. Arrange logistics for inbound materials and outbound materials.
- ✓ Maintain stock record items to ensuring continuous availability as per scheduled stock for the month.
- ✓ Maintain and analyse daily expenses, petty cash and account receivable note and record it properly.
- ✓ Inspect the physical material quality and quantity for all incoming materials.
- ✓ Maintain records of received and delivered materials.

Employer 2	Boon Engineering LLP Singapore	Administration Executive	06/2015 – 10/2017
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Employer 3	Synergy Projects Pte Ltd Singapore	Admin Assistant	01/2013 – 08/2014
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Admin Responsibility :

- ✓ Processing including data collection, Time sheet data entry.
- ✓ In-charge of handling postal letters and all incoming mails as first point of contact.
- ✓ Schedule internal meetings between employees and management.
- ✓ Generate and processing Inward and Outward documentation.
- ✓ Maintain office equipment data, stationeries data and maintenance list.

Responsibility of Accounts Payable and Receivable :

- ✓ Ensuring Preparation & Processing of Quotations, PO, DO, Invoices with absolute values.
- ✓ Responsible for Petty Cash management and Expenses Claim.
- ✓ In-Charge of Bank deposit (Cash & Cheque), Withdrawal and Online Transactions
- ✓ Handling of all office holds billing payment.
- ✓ Liaise with suppliers on payment follow-up.

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HR Responsibility :

- ✓ In charge of time sheets entry, salary voucher.
- ✓ Preparing Employees Payroll and CPF Contribution.
- ✓ In charge of New Visa-Application, Renewal Visa and travel arrangements.

SPECIAL SKILLS

- ❖ Efficient with Microsoft Office Products
- ❖ Power Query ❖ Power BI (Beginner) ❖ Access ❖ Excel & Word
- ❖ Efficient Team working and Interpersonal Skills.
- ❖ Excellent written and verbal communication skills.
- ❖ Excellent organisational skills to manage and priorities business requirements.

CERTIFIED COURSE

Field Technician – Computing and
Peripherals (FTCP) – LEVEL 4

(11/2019 – 01/2020)

AutoCAD 2016

Adopted Skills

- ✓ Desktop/Laptop hardware Assembling and software installation.
- ✓ Network (LAN) wire/wireless connection installation and configuration.
- ✓ CCTV installation and configuration.
- ✓ 2D Drafting, Format Conversion, Shearing and fabrication drafting

QUALIFICATION	UNIVERSITY / BOARD	YEAR OF PASSED
BE – Mechanical Engineer	Anna University – Chennai	2008
HSC – 12 th std	Tamilnadu State Board	2004
SSLC – 10 th std	Tamilnadu State Board	2002

PERSONAL DETAILS

Date of Birth	03/03/1985	Permanent Address	1/109 Edayakurichi (PO)
Passport No.	P6311808		Udayarpalayam (TK)
Passport Expiry Date	22/12/2026		Ariyalur (DT) – 621 719
Nationality	Indian		Tamilnadu – India

DECLARATION

I hereby declare that all the above information provided is genuine to the best of my knowledge.

Place : Ariyalur – Tamilnadu - India

Date : 03 Apr 2021

Yours Sincerely

Kalamani.C