



Curriculum Vitae

Sabita Satyan Nair

Personal Summary

Area of Expertise

Office Administration

Staff Performance

***Excellent in Verbal and Written
Communication***

Staff Coordination

Good Team Builder

Good Communication Skills

An organised Administrative Head with proven office management skills and lots of initiative. Able to deal with people at all levels. Experience of organising and supervising of the administrative activities along with HR duties wherever needed in a busy office environment.

Knowledge of using office software as per requirements, including emails, office database and account software.

Work Experiences.

Umiya Group of Companies, Vapi-Gujarat

**Working as Administrative Head
From May 2014 till date**

Professional Skills

***Participation Certificate in
Orientation Training Prog. Of
National Service Volunteers Of NYK,
Valsad.***

***Participated in training program
from South Gujarat for National
Institute Of Public Cooperation And
Child Development, New Delhi***

Duties

- Co ordinate with managerial level and giving up to date details of the materials in the deal and its quality too maintained.
- Co-ordinate with Purchase of Materials, forwarding Purchase Orders, Quotations, and its follow-ups.
- To coordinate with the accounts dept. for proper discharge of payments to the suppliers and also due payment receipts from our clients.
- Follow-ups and maintain outstanding payments details and its releases from the parties.
- Maintaining daily Petty Cash of the office and also updating the same in the programme maintained.
- To handle the transport section dully for the proper delivery of materials and also on time.
- Forwarding quotation and also to make our suppliers satisfied with the rates offered by us and to confirm it.
- Look on to the queries and complaints related to the materials supplied.

Personal Skills

Handling work load

Communication and Team Working Skills.

- Update the data of the same on the related software of the company.
- Maintaining daily entries of sales bill of the accounts manually.
- Maintaining Salary Accounts and calculating the same
- Participating in Govt. Tenders for company's manufacturing product Poly Aluminium Chloride and handling all documentations and on line uploads of the same till completion.
- Presently handling the complete coordination and admin work of the new manufacturing unit of Pigments –Arkil Chem Pvt. Ltd., under Umiya Group Companies. Coordinating with bank, with customers for placing orders for Plant & Machineries, construction side payment updates, etc. Also a part in the recruitment process for the new unit.

Personal Details

D.O.B – 07/04/1976

Marital Status-Married

Daughter- Studying in X grade

Nationality – Indian.

Permanent Address

Kalpataru-1, Flat no. 403

Halar Rd,

Valsad-396001

M – 7048460602/ 9978764138

E – srriya7@gmail.com

Boom Construction Company, Doha-Qatar

Personal Secretary and Administration

From April 2002 and July 2002

Duties

- Handling the secretarial jobs of the Dy. Manager, taking notes and delivering it to the outwards on time.
- Carrying out liaison with the Accounts dept and the Labour dept and giving day to day up to date reports to the manager.
- Coordinating with the admin people and forwarding the daily updates to the Dy. manager.
- Maintain proper transaction of incoming and outgoing documents.
- Preparing and replying to the contractors on the site of work.
- Handling administration duties and visiting the site to confirm the work proportion completion on time.
- Maintaining clerical procedures and systems such as word processing, managing files and records.
- Maintaining office stationeries and also keeping the stock assessment of the same.
- Entering the required data on the computers as per the uploaded programs of the office.
- Attending telephonic calls and communication with superiors for smooth functioning.

Nehru Yuva Kendra,Valsad –(D.R.D.A)-Gujarat (Govt. Of India)

Qualifications

Commerce Graduate

**Admin and Public Liaison
From Feb 2000 and Feb 2001**

Duties

Other Qualifications.

**1 yr .Diploma HNC course from NIIT,
Valsad**

1 yr. Diploma in financial mgt.

Languages Known:

English, Hindi, Malayalam, Gujarati

- Handles documentation and observing necessary day to day office deals.
- Supervision of the work order completion at Panchayat level.
- Other duties as assigned by duty officer. Duties subject to change as per office requirements.
- Coordinating with village supervisors.
- Maintain proper transaction of incoming and outgoing documents.
- Preparing and replying to the queries.
- Handling administration duties.
- Setting up functions, enter data, process information through computer programs.
- Attending telephonic calls and communication with superiors for smooth functioning.
- Maintaining clerical procedures and systems such as word processing, managing files and records.
- Maintaining office stationeries.

Worked in Jai Jalaram Electricals Ltd., Valsad-Gujarat

**Admin and Marketing Assistant
From June 1999 to Dec 1999**

Duties

A very hardworking, good co-ordination with office environment, easy to get updated with office requirements, as well as good communication skills.

- Handling the admin activities.
- Creating Activity Plan for the month along with the marketing section.
- Meeting clients and making sure that the order is delivered on time to them.
- Regular Communication with the daily wage workers and also getting the feedbacks on the atmosphere of their work and also complains.
- Daily Reporting to manager

Darshana Plastics, Valsad-Gujarat

Admin and Store Assistant

From Jan 1997 to Feb 1999

Duties

- Handling a section of 40 people in admin and store.
- Network with other sections and also with clients providing the raw materials.
- Preparing the Monthly sheets of the staff on daily wages.
- Ensured smooth and efficient customer service, target oriented.
- Monitoring and handling outstanding settlements.
- Looking after daily accounts of the branch.
- Producing documents, briefing papers.
- Maintain regular relationship with company official.
- Ensuring that any concerns or complaints are dealt with appropriately.

Sabita .S. Nair