

**Nudrat Fathima**  
**Calicut, India**  
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## PROFESSIONAL EXPERIENCE

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**Andalus Trading Company, Kuwait**  
**Finance Coordinator**

**Jan '19 – Jul '19**

- Prepare sales orders against purchase orders received from the business units and channels and ensure approvals are secured in a timely manner;
- Handover the original approved sales orders to Key Account Managers/ Home Delivery Coordinators for further invoicing;
- Prepare sales invoices against approved sales orders;
- Prepare sales returns based on requisitions received from business units and secure approvals in a timely manner;
- Ensure SAP system is updated with approved sales returns;
- Advise business units on the number of sales orders processed on a daily basis;
- Ensure business units are advised when customer profiles are blocked on the system due to delay in payments for action to be taken;
- Monitor engineering related projects and flag it to the Finance Manager to escalate to the business;
- Generate daily sales reports and submit to business units and ATC management on a daily basis.

**Al-Khawari General Trading and Contracting Group, Kuwait**  
**Administrative Assistant**

**Nov '17 – Nov '18**

- Answers, screen and forwards any incoming phone calls while providing basic information when needed;
- Preparing memo's and responsible for sending & receiving correspondence;
- Receives and sorts daily mail/deliveries/couriers;
- Interfacing with management and customers;
- Performs other clerical duties such as filing, photocopying, collating, faxing; etc.

## KEY SKILLS

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- Good analytical, time-management and communication skills;
- Ability to be resourceful and proactive in dealing with issues that may arise;
- Very cooperative and a team player;
- Ability to organise, prioritise and work under pressure;
- High attention to detail;
- Proficient user of MS Office and SAP.

## ACADEMIC QUALIFICATIONS

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- Bachelors of Science in Zoology from University of Calicut, Kerala, April 2016.
- Higher Secondary from International Indian School, Riyadh, Saudi Arabia May 2013.

## PERSONAL DETAILS

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Date of Birth : June 14, 1995  
Nationality : Indian  
Marital Status : Married  
Languages : English, Arabic, Hindi, Malayalam