

# Adheena Premanandh

Admin Assistant

Intend to build a career with commitment & dedication and willing to work as a key player in a challenging & creative environment where I can assume greater responsibilities ensuring both my growth and the growth of the organization



adheenajj8@gmail.com ✉

058 829 4236 📞

Sharjah, UAE 📍

## WORK EXPERIENCE

### Admin Cum Sales Assistant Jabal Al Rokham Technical Contracting

08/2020 - Present Sharjah, UAE  
Supply and fixing of marbles and granites. Also providing engineering services for construction field.

#### Achievements/Tasks

- Handling high volume of customer enquiries whilst providing a high quality of service to each other.
- Carrying out administrative task such as data input, processing information, completing paper work and filing documents.
- Quotation Preparation.
- Tracking sales order to ensure that they are scheduled and delivered on time.
- Effectively communicating with customers in a professional and friendly manner.
- Managing daily accounting duties and given daily expense report.
- Placing order after taking price from supplier.
- Responding sales queries via phone, email and in writing.

### Sales Assistant Base Plate Exhibitions

12/2019 - 07/2020 Sharjah, UAE  
Providing Structural Stands for Exhibitions.

#### Achievements/Tasks

- Managing all sales related activity of the company
- Quotation preparation
- Converting call to sales
- Resolving any sales related issues with customer

## EDUCATION

### B-Tech IT Excel College of Engineering

08/2010 - 06/2014 Erode, India

## SKILLS

• Good knowledge in Tally, Peachtree

• Good skills in MS Project, MS Excel, MS Word, Power Point.

## LANGUAGES

English  
Professional Working Proficiency

Hindi  
Elementary Proficiency

Malayalam  
Native or Bilingual Proficiency

Tamil  
Professional Working Proficiency