



Sharjah, UAE



SOFTWARE SKILL
SAP

MS Office

C++



EDUCATION

MBA: Shree Devi Institute of
Technology, Kenjar
Mangalore, Karnataka
(2016 to 2018)

BBM: St. Raymonds College
Vamanjoor, Mangalore
(2013 to 2016)

P.U.C: Rosa Mystica PU
Mangalore (2011 to
2013)

S.S.L.C : Sacred Heart High
School, Mangalore

SURAMYA SUBRAMANYAN

HR Admin/Sales Coordinator

MBA (HR & Marketing)

☎ +971504170724

✉ ramya2496appachath@gmail.com

Visa Status: Visit visa

PROFILE

Aspiring for an assignment to establish my growth in a creative environment where I can use my skill and hard work to prove myself and be worthwhile to the organization associated with. To work in challenging environment, which provides an opportunity for professional growth and work towards the realization of self and organization goals. I would like to play an active part in building up the organization as a whole.

WORK EXPERIENCE

Company Name: VISION LOGISTICS, Dubai

Designation: HR Admin/Sales Coordinator

Duration: 1-year Experience (Aug 2018 to July-2019)

Responsibilities Handled:

- ☐ Organizing and maintaining personnel records.
- ☐ Updating internal HR databases, Preparing HR documents.
- ☐ Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- ☐ Answer employees queries about HR-related issues Arrange travel accommodations and process expense forms
- ☐ Participate in HR projects (e.g. help organize a job fair event)
- ☐ Call potential clients in order to expand their own customer base.
- ☐ Received goods in warehouse, entered PO in ERP system, shipped goods outbound.
- ☐ Coordinate domestic and international shipping and import/export training per customer preference.
- ☐ Contact potential clients and create rapport by networking, cold calling, using referrals etc.
- ☐ Provided completed booking confirmations for orders and emailed final documents to account upper management, customer, and warehouse team.
- ☐ Calculated rates for new routes and converted all foreign currency cost in order to gain new business for account Maintain electronic and paper records.
- ☐ Coordinated with freight forwarders to expedite documentation and ensure timely delivery of international shipments via LTL and FTL partners.
- ☐ Fulfill all company-established policy obligations Answered emails and phone calls in a timely and professional manner.



PERSONAL DETAILS

Date of Birth : 22/02/1996
Marital Status : Single
Sex : Female
Nationality : Indian



LANGUAGE PROFICIENCY

English

Malayalam

Hindi

Kannada

Tulu

Tamil

Konkani

Company Name: DELTA LINE AUTOMOTIVE L.L.C (Alquoz Dubai).

Designation: HR Admin/Sales Coordinator

Duration: 1 Year Experience (Aug 2019 to April 2020)

Responsibility Handled:

- Update internal databases with new hire information
- Create and distribute guidelines and FAQ documents about company policies.
- Gather payroll data like bank accounts and working days.
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for).
- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Answered emails and phone calls in a timely and professional manner.
- Receiving stock from suppliers, entered PO in ERP system reach out to customer leads through cold calling.
- Coordinate sales effort with team members and other departments. Maintaining positive business relationships to ensure future sales. Copy, scan and store documents.
- Preparing Quotation LPO, Invoices following up with the emails.
- Check for accuracy and edit files, like contracts distribute project-related copies to internal teams
- File documents in physical and digital records.
- Submits orders by referring to price lists and product literature. Providing customers with an expected budget, payment agreements, and delivery estimates.
- Developing strong relationships with key accounts to maintain a high level of service and client loyalty.
- Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.

KEY SKILLS

- Good visualization skill
- Willingness to take responsibilities to achieve the target within the scheduled time.
- Hard working, diligence and honesty are my aim.
- A very quick learner in every field.

TRAININGS

1. Tally basic
2. Diploma in computer application
3. C++

DECLARATION

I do hereby declare that the above statements are true to the best of
my knowledge and belief

Place: UAE

SURAMYA