

MONIKA SURI

PERSONAL PROFILE

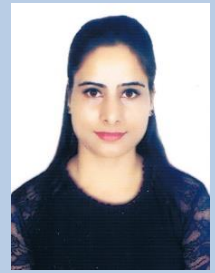
With 9 year of professional experience in bank and insurance sector as a Document Controller. I gained document handling skills like document controlling & coordination in the organization with knowledge in computers, office administration and reception along with document preparation related to vender data, reports, final documentations etc.

PROFESSIONAL EXPERIENCE

- ❖ **Lillymere Trading LLC**
Document Controller & Sales 25 Feb 2019 to 31 July 2020
- ❖ **Reliance Life Insurance Co. LTD**
Document Controller & C.C.E OPERATIONS 10 Jan 2015 to 01 Dec 2019
- ❖ **Adarsh Cooperative Society (Bank)**
Junior Officer (Operations/ Document Controller) 14 Apr 2012 to Nov 2014
- ❖ **Reliance Life Insurance Co. LTD**
C.C.E OPERATIONS / Document Controller 01 Jul 2009 to 27 Mar 2012
- ❖ **Reliance Life Insurance Co. LTD**
Financial Advisor 15 Jan 2008 to 27 Jun 2009

ROLES & RES PONSIBILIT IES

- Maintaining document collection , sending data , receiving data ,
- Reasons of sending data, details of documents and maintain list of files sending.
- Maintaining hard copy and soft copy records.
- Maintaining material data, stock counting, and payment invoice.
- Maintaining uploading confidential documents including faxing copying scanning and maintain files and records.
- Maintaining approved and not approved documents.
- Maintain confidential records and files.
- Maintain day to day Document management work
- Maintain document for employees ID and vehicles
- Checking official emails and response to concern companies.
- Maintain and control all registered documents
- To prepare for outgoing correspondence logging in and dispatch, tracking, monitor to coordinate and follow up.
- To prepare weekly and monthly progress reports.
- Preparation and managing correspondence reports and documents
- Always check the system records if there is incoming or pending documents and updating records.



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International City, Dubai

SKILLS

Maintaining Documents /
Scanning / Maintain File Records
Maintaining Material Data /
Maintaining Hard Copies /
Soft Copies Records
Maintain records of deliveries
signed receipts
Maintaining record incoming
outgoing documents
Problem solving
Team leadership
Hardworking
Ms Office suite excel
Managing appointments
Financial Reporting
Year –end Reporting
Accounts and Bank
Reconciliation
Month end closing Reports
Customer handling / Welcoming
visitors
Helping others, daily closing
Weekly closing.

ACHIVEMENTS

Within first few months of my joining I was awarded for excellent performance quarterly.

Awarded as best financial Advisor in Reliance Life Insurance co.ltd.

Awarded with an official tour to Ladakh for best Performance at Reliance Life Insurance Co Ltd.

- Preparing for the weekly reimbursement for site and office expenditures.
- Responsible in checking site and office employee's attendance and leaves.
- Maintaining stock schedules.
- Online Documents incoming and outgoing softcopy saving in system on daily basis.
- Maintain records of deliveries and signed receipts of submissions.
- Maintaining all tracking records.
- Processing and recording incoming and outgoing vender data.
- Maintaining a register of all incoming and outgoing mails, stamping and recording mail before circulating.
- Prepare expense reports such as travel expenses/medical expense and other expenses.
- Excellent customer services skills.
- Excellent time Management.
- Preparing of sales reports and sales commission.
- Preparation of cheques and payment vouchers.
- Monthly Petty cash maintain day or weekly petty book closed.
- Maintaining inward and outward register for courier.
- Maintaining and follow up for collection & Preparation of weekly and monthly reports.
- Calculating full and final statement for ex-employees
- Welcome visitors, answer phone calls manage email correspondence.
- Good experience of relationship with employees & customers.
- Handling branch cash and EOD & Preparation of monthly closing reports
- Handling individual branch and front service desk.
- Maintaining daily basis cash ledger & Calling Customer for new updates.
- Maintaining (MIS) XL Tracker reports daily basis.
- Giving info about Products/Insurance Policies and resolving customer complaints within the turnaround time (TAT).
- Organized welcome party, a birthday party with the approval of the manager.
- Preparing monthly statement of branch expenses and vendors official expenses and submitting the same to H.O. for Payment.
- Maintaining of daily / monthly time / over time sheet for the employees
- Tracking monitoring and follow up the distribution all incoming /outgoing documents through email / fax/ manual.
- Receive all incoming documents (invoices, delivery orders ,letters,inquiries,purchase order)
- Answer telephone inquiries with a friendly and professional manner.
- Maintain office supplies and other needs (our products) inventory by checking stock.

ACCOMPLISHMENT

Improve office efficiency by avoiding previous haphazard filling system saved money by reduce and reuse paper wastage. Implemented process that save time or increase work productivity.

EDUCATION

Bachelor of Arts
Global Open University
2007 – 2010

COMPUTER DIPLOMA

Modern Academy of Computer
and Information Technology
2011 (MAC IT)

LANGUAGE

ENGLISH Advanced
HINDHI Native
PUNJABI Native
KASHMIRI Native
URDU Native

PERSONAL DETAILS

Passport Validity From
21/12/2018 to 20/12/2028
Passport No. - S7109129

Marital Status - Married
Nationality - Indian
Date of Birth - 15, June 1983
Current Address - International
City, Dubai, UAE