

VARSHA E
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Seeking a professional job opportunity (Document controller/admin/project coordinator/sales coordinator position) with a reputed organization that will allow me to fully utilize my education, communication, organizational, office management skills to benefit the organization.

Work Experience:

Schneider Electric UAE

Designation: Document Controller
Experience: August 2018 to January 2020
Team: Gulf Hub

Key Responsibilities

- Checking quality of documents.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers and ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all site needs.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.
- Understand and manage Client EDMS system.
- Assist with the general project administration.
- Liaise with Project Management Team, Client and Sub-contractors effectively and resolve the discrepancies relating to documentation.
- Demonstrated proficiency with large-scale Document Control management software (ACONEX)
- Prepares and formats procedures, manuals, and forms for all departments as needed.
- Preparing and maintaining of daily transmittals for outgoing/incoming documents.
- Registering (log file) all incoming/outgoing documents and maintaining proper tracking of all documents in computerized documentation system.

Northern Operating Services Pvt. Ltd

Designation: Financial Analyst

Experience: 1 Year 3 months

Team worked: North America Accounting

Key Responsibilities

- Providing periodic audited portfolio statements to the clients which help them to understand the holding on any particular account for any period or date.
- Ensuring daily exceptions are resolved.
- Ensuring the mailing of accurate reports to the clients on time.
- Responding to internal and external queries, initiating follow up and resolving exceptions.
- Involved in resolving funding & disbursement exceptions, allocation audit, 5500 audit, GASB audit and performance audit.
- Involved in setting up new accounts and adding new client recipients.
- Creating/updating mailing profiles for the clients when new accounts/clients are opened.
- Interacting regularly with the client/RM for better understanding of the client's requirement and helping them in explaining any issues that client faces in reading the information on reports.
- Working on the issues causing an out of balance in the account. This includes research in different categories affecting the clients account. Reaching up to different partner areas to have any correction done according to the client requirement.
- Keeping the client informed about the audit issues through the respective relationship managers to make sure that clients are aware of the status of the reports and have the changes done according to the client's requirement.

Statestreet HCL Financial Services

Designation: Financial Analyst

Experience: 6 Months

Team worked: PAM Accounting

Skills and knowledge:

- Strong communication and interpersonal skills
- A good team player
- MS Word
- MS Excel
- Power point
- PDF Editing
- Aconex

Educational Qualification:

- MBA in Finance with Investment Banking from Bharathiar University, Coimbatore during the year 2015.

Additional Qualifications:

- Certification Course in “Advanced Financial Statement Analysis” from Finshiksha
- Certified ERP user - SAP

Personal Profile:

- Sex : Female
- Nationality : Indian
- Marital status : Single
- Date of birth : 20/Feb/1993
- Religion : Hindu
- Passport No : P4022123
- Languages Knowledge : English, Hindi, Malayalam, and Tamil.

Declaration:

Herby I confirm that the above mentioned information are true and correct as per my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.

Varsha E