



CURRICULUM VITAE

ALIRAJA ABDUL KADER

(ADMIN CUM SALES COORDINATOR) – 6 YEARS IN UAE

(UAE Driving License) - Currently Visit Visa (Expiry on Dec 29)

PROFILE

A highly productive, proactive detail qualified, self driven & result oriented professional with proliferating accomplishments in Administration, Sales support, Facilities Management, Material Management & Cost Controlling, Document Controller, Logistics & Fleet Management. Sourcing Strategies and prospective analysis for Sourcing, Deliverables Calculation-&-Forecasting, Product Identification, Value Analysis, Vendor Management, HR Coordination, IT Support, Planning-&-Control, Travel Desk, Stock Management, supply Chain Management, Shipping-&-Ministry, etc..

CONTACT INFORMATION

✉ alirajas@outlook.com

☎ +971527678315 ☎ +919600578154



MARRIED



INDIAN

LinkedIn:

[linkedin.com/in/aliraja-abdul-kader-773937169](https://www.linkedin.com/in/aliraja-abdul-kader-773937169)

IT SKILLS

- MS OFFICE
- HTML & CSS
- OS INSTALLATION
- NETWORK SUPPORT
- SERVER HANDLING
- OUTLOOK
- ONLINE BANKING

EDUCATION

Course: Bachelor of Science Course

Sub: Computer Science

Year: 2007 to 2010

University: Bharathidasan University

Grade: 1st Class

AREA OF EXCELLENCE

- Office Administration
- HR Assistant
- Sales Coordination
- Procurement Support
- Vendor Management
- Cost Controlling
- Material Management
- Facilities Management
- Logistic controller.
- Document Controller
- Travel Desk
- Fleet Management
- Service & Site Support.

PROFESSIONAL EXPERIENCE

- 6 Years UAE experience with Industrial Automation & Switchgear manufacturing.

LANGUAGES SPOKEN

- English, Hindi, Tamil & Malayalam

CARRIER HISTORY

Esskay Gulf Electromechanical Services LLC (JAN 2014 - JAN 2020) 6 Years in UAE

Admin & HR Assistant at Esskay Gulf

(Jan 2014 – Feb 2016)

- Providing administration support to the HR team on a day to day basis.
- Draft no objection letters, references, HR policy documents and ad-hoc letter requests.
- Maintains relationships with clients by providing support, information, and guidance. Also researching and recommending new opportunities.
- Support the business by answering HR queries in person, on the telephone or through the HR support email inbox, directing questions to the relevant HR contact.
- Responsible for the new joiner process including on-boarding, coordinating induction and adding new joiners into the medical insurance scheme;
- Manage phone calls and correspondence (e-mail, letters, packages etc.)

Admin & HR Coordinator at Esskay Gulf

(Feb 2016 – Jan 2018)

- Coordinate the leaver process ensuring that the required tasks are completed; and Circulate "Staff Movement Activity (SMA)" reports.
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned.
- Organize a filing system for important and confidential company documents.
- Coordinating with Operations team for prompt delivery of products/services to customers.
- To help sales representatives improve their productivity and spend more time selling, sales coordinators provide a variety of support services.
- Follow up works like preparing & sending quotations, Contracts, purchase order, delivery order, Invoices etc.

Admin & Sales Coordinator at Esskay Gulf

(Feb 2018 – Jan 2020)

- Ensure follow up for collection of payments through as per the agreed terms and escalate overdue cases to accounts department.
- Communicate with van lines and airlines to ensure prompt pick-up and delivery of shipments
- Review purchase orders and shipment contents prior to releasing them from our facility along with proper documentation.
- Identification & Arrangement of suitable carrier, finalization of mode of transport, identification of fleet providers.
- In-charge of managing complete process of Administrating, Logistic control, Fleet Management, Asset Management, and Legal Requirements & Vendor Management.
- Hospitality: Providing & Managing organization's Clients, Customers & guests the best hospitality possible by arranging best hotel bookings.