

Navitha P M

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CAREER OBJECTIVE

A management position in an executive capacity where leadership and management skills can be exercised to improve the firm's expansion and long-term viability as a successful business.

WORK EXPERIENCES

✚ Currently Working in **Anatco LLC, Dubai from Jan 2021**
Position: *Admin cum HR Assistant.*

✚ Worked with **Aura interiors LLC, Dubai from Nov 2017 to Dec 2020**
Position: *Admin Assistant cum HR Assistant*

CAREER SUMMARY

- More than 3 years of work experience in the field of **HR, Receptionist and Administrations in UAE.**
- Primarily assists the **office administration works**, focusing mostly on managing schedules and **HR assistance.**
- File the documents and filing correspondences, reports and records in a systematic way.
- Prepares and then follows up on **sales quotations** made for clients, negotiating terms with the client at a cost best suited for them.
- Preparing and follows upon the purchase order.
- Maintain online **web site and adding the products, cold calling and telesales.**
- **Able to type at least 45 WPM**
- Efficient in Microsoft Office applications.
- Liaise between other departments and the client to provide the service most suitable to the client's needs, cost and time restraints.
- Produce reports on progress within the department and outline any developed strategies to improve.
- Responsible for overseeing any supercharges and evaluating any alterations to both external and internal staff.
- Identify new markets and business opportunities.

Networking:

- Frequent and effective networking with a variety of business partners and customers.
- Built strong, lasting relationships with market players.
- Performed a link between suppliers and company clients.

Research & Analysis:

- Organized marketing research to implement brand awareness.
- Conducted customer surveys to analyze the demands of the market.
- Analyzed product and market pricings on a regular basis.

WORK EXPERIENCE

- ✚ Worked with Newman's collage Mananthavady, India from Jan. 2016 to Oct. 2017.
Position: Office admin cum Inventory coordinator

CAREER SUMMARY

- Good knowledge of **SAP material management, Word, Excel, PowerPoint and Outlook**
- **Sending queries to supplies, negotiation for pricing, Generating purchase order**
- Identify the re-order levels for all consumer and equipments
- Oversee the maintenance activities on daily basis and vendor Management.
- Interaction with all departments to understand all infra related grievances.
- The product safely arranged and kept in Stores Department.
- Correctly informed the requested department for collect product from stores.
- Maintain all products receiving issuing details in system.
- All the supplier invoices with purchase order sent to the Accounts department for payment.

ACADAMIC RECORDS

Degree	Institution	University/ Board	Year of Passing	Percentage/ CGPA
B.Tech in Information Technology	MES College of Engineering, Kuttippuram ,Kerala	Calicut	2015	6.5
Diploma in Computer Engineering	NTTF, Thalasseri, Kerala	NTTF	2011	6.7
SAP Material Management	People Click, Bangalore	SAP Certificate	2015	7.0

PERSONAL INFORMATION

Husband name : Jinto Abraham
Age, Date of birth : 30yrs, 04/01/1991
Marital Status : Married
Nationality : Indian
Passport number : P2649145
Address : Maniparabil house Manathana
Kannur Dist., Kerala, 670 674
Languages Known : English, Malayalam, and Hindi.

REFERENCE

Declaration: The information furnished above is correct to the best of my knowledge.

Place: Dubai

Date:

Signature

Navitha P M