

Latha Lakshmanan

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Objective

Seeking a position of **Project Coordinator**, on a long-term basis, in a reputable company that is looking for an experienced, hardworking, detail-oriented team player.

Academic Qualification

- **B. Tech in Information Technology** - Anna University (Jun 2008-April 2012).
- 12th State Board - Government Girls High. Sec. School (May 2007-April 2008).
- 10th State Board - Government Girls High. Sec. School (April 2005-April 2006).

Career Summary

Position	Company	Duration
Maintenance Co-Ordinator	Emirates Fire Fighting Equipment Factory LLC	Feb 2021-Present
Admin Assistant	Ark Stone Interiors	Feb 2020 - Dec 2020
Team Support cum Admin	Derby Group of Companies, Dubai	Mar 2017- Mar 2019
Admin cum Sales Coordinator	FCS General Trading, Dubai	Oct 2014 – Dec 2016
Document Controller	V Source Building Materials LLC, Dubai	Jun 2013 – Jul 2014

Professional Experience

Maintenance Co-Ordinator, Emirates Fire Fighting Equipment Factory LLC, Sharjah-
from Feb 2021 -present

Reporting to Maintenance Manager.

- Preparing Internal AMC .
- Preparing Undertaking letter for safety induction in Site.
- Preparing Quotation upon service PPM report, email inquiry etc.,
- Preparing sales order & item availability using JDE oracle 9.2 version.
- Arranging documents from client for Online AMC- Civil Defense requirement Approval.
- Preparing Subcontractor Agreement & invoices Breakdown submit to the accounts.
- Maintain Subcontractor Payment ledger using JDE Enterprise Software (oracle).
- Preparing Attendance card & submitting to HR.
- Arranging petty cash team request and collecting the bills Verify, final submit to the accounts.
- Arrange monthly stationary for our team required.
- Arranging Monthly Mobile allowance with cashier then distributing everyone.
- Arranging gate pass for concern site as client needed.
- Preparing SOA for collection as client required format.

Admin Assistant, Ark Stone Interiors, Dubai – from Feb 2020 to Dec 2020

Reporting to Administration Manager.

- Checking regular Emails and forward to Concern team eg: Project team, Operation team on daily basis.
- Answering Phone calls & maintains call register forward to MD on daily basis.

- Preparing Invoices, Submittal, Transmittal on project submissions
- Handle Debtor's Statement, Collection Forecast, Invoice Register & all type of submitting documents and updating on weekly basis.
- Maintain email creation with password with all support and social media website eg: Posting ad, recruitment post.
- Maintain Attendance register through Bio metric.
- Handle Payroll process for Labor using real soft software.
- Assist everyone on daily basis activity.

Team Support cum Admin, *Derby Group of Companies*, Dubai - DU Channel partner from Mar 2017 to Mar 2019

Reporting to Team Manager with 5 employees under my supervision.

- Getting the cases from Sales Executive & verifying the documents, call confirmation and mail confirmation from the customer.
- Sending cases with correct format to service In Charge.
- Assist in the operation of the company switchboard.
- Manage the data in excel format and update on a regular basis.
- Work with superiors in bettering the system by listening to and considering customer complaints and suggestions.

Admin Cum Sales Coordinator, *FCS General Trading*, Dubai from Oct 2014 to Dec 2016

Reporting to Managing Director with 7 employees under my supervision.

- Coordinate office activities and operations to ensure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Preparing Presentations, Request for Quotation, purchase order for the Company.

Document Controller, *V Source Building Materials LLC*, Dubai from 15th Jun 2013 to 17th Jul 2014

- Gathering information for implementing the new project.
- Collecting inputs from clients.
- Listing out the Documents and documenting the project details.
- Submission of documents and creating Transmittal.
- Tracking the pending documents through weekly progress reports.
- Manual follow up with the client's internal team to get an expected schedule for all pending documents.
- Input document data into the standard registers 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 the site needs.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors, and suppliers as applicable

Value Added Skills

- Skilled at researching online information for providing support to different departments.
- Demonstrated ability to use Microsoft Office applications.
- Unique ability to prepare and present seminars using PowerPoint and multimedia tools.
- Exceptional knowledge of using data entry software and performing data entry tasks with accuracy and precision.
- Able to repair minor faults in office machines, printers and scanners.
- Firsthand experience in resolving minor troubleshooting issues on personal computers and laptop

Computer Literacy

- Supporting computers & Network.
Quickly arrange repair for hardware in occasion of hardware failure. Assembled, configured,
- Installing & troubleshooting Microsoft Windows XP, Win7, Win 8, Server 2003 & 2008 Operating systems.
- Configure & Troubleshoot MS Office (Outlook), Knowledge of MS SQL Server 2005, MS Access, and MS Office Suite.
- Real soft – create new employee, update timesheet, payroll process, accounting monthly salary.
- Attend –Bio metric - create new employee, download database.

Status

- Visa Status – Employment visa
- Languages - English, Hindi, Malayalam, Tamil.

Thanking you,
Place: Dubai
(LATHA.L)