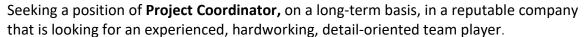
Latha Lakshmanan

971 56 953 8357 lathakit@gmail.com

Objective



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 **15**th Jun **2013 to 17**th 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)