

K. SUDHA DEVI

Veliyankara Madam

Kunnappilly

Peruva P.O

Kottayam, Kerala, Pin 686610

India

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CAREER GOAL : To work for the growth of the organization and
Thereby achieving my personal growth

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	UNIVERSITY	PERCENTAGE OBTAINED	YEAR OF PASSING
MBA Specialization Major: Finance Minor: HR	St Joseph College of Engineering & Technology, Palai	Mahatma Gandhi University	71%	2014
GRADUATION: Bcom with Computer Application	Devaswom Board College Keezhoor	Mahatma Gandhi University	88%	2012
HIGHER SECONDARY	The Warwin School Vaikom	CBSE	78%	2009
SECONDARY	The Warwin School Vaikom	CBSE	82%	2007

PROJECT PROFILE : Completed MBA project titled Working Capital
Management.

SKILLS : Good communication skills
Quick Learner
Ability to work in Teams

SOFTWARE : MS Excel, Word and Power Point
SAP

WORK EXPERIENCE

UAE WORK EXPERIENCE:

- **Purchase Assistant cum Secretary: International General Trading & Advance Contracting LLC**
23-10-2018 to 19-03-2020

- Coordinating with construction site engineer for material requirement and preparation of material requisition form.
- Contacting suppliers for purchasing building materials and office stationery.
- Price negotiation with vendors & Preparing price comparison sheet.
- Receiving Quotations & making LPO's.
- Receiving Quotations for subcontractor works for each construction project and finalizing the designs approved by building consultants along with the management.
- Handling Reception, answering calls, drafting e-mails & Preparing files & and other documentations.
- Handling petty cash accounts, Filing petty cash voucher & payment voucher for documentation purpose.
- Maintaining project expense documents & files for each construction project.
- Preparing laborer's attendance sheet & Overtime by coordinating with site foreman and site engineer.

➤ **HR Executive : Bharath Matha International Overseas Recruitment**

01.09.2016 to 31st May 2017.

Handled following responsibilities as an HR Executive in Recruitment

- ❖ Processing incoming E-mails
- ❖ Creating database of candidates for each job profile.
- ❖ Maintaining current HR Files and databases.
- ❖ Calling prospective candidates and coordinate their interview with clients.
- ❖ Handled recruitment of different job profiles for Nesto Hypermarket Oman.
- ❖ Contacting shortlisted candidates and inform them about the job profile and other details.
- ❖ Preparing final candidate list and E-mail to the client.

➤ **Accounting Associate: Xerox Business Services India Pvt Ltd –**

11th December 2014 to 2nd May 2016

Handled following responsibilities under Accounts Receivable (O2C) Process:

- *Handling Project Accounting, Sales Invoicing
- *Timesheet Entries
- *Reporting Activities

- Daily reporting
- Month End Closing (MEC) Reports

ACHIEVEMENT

: Topper in Commerce in Higher Secondary

INTEREST

: Listening Music

PERSONAL DETAILS

Date of Birth : 03-03-1992
Sex : Female
Marital Status : Married
Languages known : English, Malayalam, Hindi
Nationality : Indian
Permanent address : Veliyankara Madam
Kunnappilly
Peruva P.O Pin Code: 686610
Kottayam, Kerala,
India

Passport Details

Passport No.	Date of Issue	Date of Expiry	Place of Issue
S0879478	22/03/2018	21/03/2028	Cochin

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief.

PLACE: Kottayam

DATE: 24-02-2022



K. Sudha Devi