

ANILA RAJ



Administrative Professional With 6 Years of Work Experience in Office Administration, Documentations, Purchasing, Audit Preparations, Customer Coordination and Currently Pursuing Certificate Programme in Hospital Administration from ISSD (International School Of Skill Development) for TUV SUD certification.

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CAREER OBJECTIVE

To be an integral part of a reputed Company/Group, where I can effectively contribute my skills and achieve a challenging position while being consistent on the responsibility towards the achievement of organizational objectives.

EMPLOYMENT HISTORY

Dec 2013 - Jan 2016

Document Controller for Mechanical & Metallurgical Lab with Intertek Inspec, Dubai.

Job Profile

- ▶ Have a sound working knowledge of the company quality policy, technical arrangements and controls of Mechanical lab activities
- ▶ Preparing procedures and report formats for the department as per technical/quality requirement with the help of senior metallurgist/ operations manager
- ▶ Maintain all the quality documents required for the department to be in line with ISO 17025/9001 requirements. The files/documents maintained are:-
 - ISO 17025 Manual
 - ISO 17025 Procedures – Test Procedures And Quality Procedures
 - Test Report Formats
 - Employee Database
 - Training Attendance Records
 - Master List Of Equipment
 - MSDS For Chemicals Used In Lab
 - Calibration Records
 - Equipment Record – For Each Equipment Used In The Lab
 - Transmittal Records
 - Equipment Maintenance And Preventive Maintenance Record
 - Risk Assessment
 - Master List Of Standards
- ▶ Maintaining the log book (soft copy) for tracking of jobs carried out in the lab.
- ▶ Following up for quotations with projects department
- ▶ Preparing timesheets and sending for invoicing for the payment of technicians.
- ▶ Following up with invoicing department for the status of invoices

- ▶ Following up for all LPO's, cash collection and other documents if required from the client
- ▶ Inward-Outward tracking of all documents through the department.
- ▶ Maintain all stationery items in the department.
- ▶ Preparing MR for purchase of items, follow up for LPO, ensure the delivery of items, collection of invoice and following up with finance department for payment on time.
- ▶ Tracking of calibration expiry of equipment and sending those equipments to the regular suppliers before the expiry.
- ▶ Follow up for calibration certificates
- ▶ Ensure and facilitate all Audits in the department. Take part in the internal and external audit. Coordinate with auditors for the successful completion of audition by providing required documents and responding to their queries.
- ▶ Work out on all comments / corrective actions for the close out of non-conformances for successful audit completion.
- ▶ Completing the Mechanical department related questionnaires, tenders and sending to the relevant client/ project teams along with proper documents after reviewed by operations manager.
- ▶ Responding to client requests for specific documents with the instruction of operations manager
- ▶ Helping the department in preparing reports when work load is more
- ▶ Maintain job file for each job by ensuring all the below documents are properly filled and signed and are maintained inside each file.
 - Sample receipt form
 - Machine shop request form
 - Enquiry/Contract review signed by operations manager
 - Quotation
 - LPO
 - Worksheets
 - Test report copies
- ▶ Assist operations manager in clearing enquiries, quotations and LPO's by providing required details.
- ▶ Preparing sales report for the department on monthly basis.
- ▶ Prepare attendance sheet for operations manager and forward to HR.
- ▶ Ensure submission of technicians and driver's Monthly timesheets & trip sheets to HR for processing of their salary.
- ▶ Coordinate with HR in case of any OT(Over Time) discrepancy for the technicians.
- ▶ Coordinates with all other departments for smooth functioning of the department

Dec 2010-Nov 2012

Administrator with an upcoming hospital project Molecule 7 HMI (P) Ltd Cochin, India.

Job Profile

- Assist office staff in maintaining files and databases.
- Prepares reports, presentations, memorandums, proposals.
- Assign jobs and duties to office staff as needed.
- Serves as primary contact and liaison between management, sales team, personnel, clients and vendors.
- Liaison between all departments to ensure proper communications and reporting practices.
- Maintain attendance register and employee records.
- Tracks office stationery and ensure proper filling.
- Enquiring with different vendors for purchase of materials.

- Comparing quotations and selecting the best one.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Follow up with suppliers and tracking of orders.
- Collecting invoice after checking the goods received and ensuring its quality and quantity.
- Submitting the invoice at accounts department for clearance of payment.
- Process monthly expense reports.
- Coordinate with the staff and maintain the daily work status reports.
- Organize special events, luncheons, tours.
- Schedules appointments and meetings for higher level executives and upper level staff.
- Arrange travel and accommodation for higher level executives.
- Coordinate with HR consultancies and schedule interview for staff recruitment.
- Arrange for insurance for all the staff and other properties owned by the company.
- Maintain a detailed stock register (for the purpose of site).
- Prepare the sale agreement between the company and customer.
- Maintain the sales report and the fund flow statement.
- Prepare newsletter for the company on a monthly basis and forward it to all the clients.
- Coordinate with the customers regarding the updates of the project and the payments.
- Addressing the complaints and grievances from the clients.

Sep 2008-Nov 2010

‘System Analyst’ with Information Security Admin Team in HCL Technologies Chennai, India.

Job Profile

- ▶ Setting up user accounts and administrating it on production and enterprise system assets. Administration and maintenance of enterprise network LAN/WAN/VPN infrastructure.
- ▶ Responsible for maintaining user security profiles. Knowledge on various user admin tools across various platforms and applications.
- ▶ Creation/ modification/termination of user accounts and network access accounts for various applications.
- ▶ Creates Domain accounts and grants appropriate access to various application using enterprise administrator and security modules.
- ▶ Translate business security requirements into technical specifications which are used to generate profiles and authorizations.
- ▶ Builds new and/or modifies user roles as per requests from business. Communicates with business users on regular basis to determine requirements and resolve issues.
- ▶ Analyse and resolve problems associated with user security problem in accessing the resources.
- ▶ Provides support for the user across globe for various critical applications and platforms, troubleshooting authorization issues, responding to support request & researching user issues relative to security.
- ▶ Technical execution of security management and user administration procedures.
- ▶ Process the daily work report of the team which is required by higher level client.
- ▶ Assist in the training process of new personals at various levels.

- ▶ Makes customers and their needs a primary focus of one's actions, developing and sustaining productive customer relationships.

CERTIFICATION

Completed the course for certificate programme in Hospital Administration provided by ISSD – International School of Skill development. Currently preparing for TUV SUD certification exam in Hospital Administration. This was a 4 months course which was splitted in to 3 modules. The courses are approved by TUVSUD from Germany, through their South Asia division.

Module 1 : Hospital Evolution, Departments in Hospitals- Its Workflow and Functions.

Module 2 : Biomedical Waste management, Hospital Associated Infection, Medical equipments, Medical gases, medical terminology

Module 3 : HR management, Public relations, Ethical & Legal issues, Medical Records, Disaster Management, Material Management, Accreditation, Audit & Hospital Administration.

The classes were conducted online. Exams were also conducted online. I have passed all of the three modules and now waiting for the dates of TUV SUD Certification exam.

SKILLS & CAPABILITIES

- ▶ Highly trustworthy, ethical, discreet and committed.
- ▶ Confident and poised in interaction with individuals at all levels.
- ▶ Able to multitask effectively.
- ▶ Complete assigned tasks and duties on time.
- ▶ Ability to work effectively in a team environment and adapt to the changes.
- ▶ Excellent communication

PERSONAL INFORMATION

Date of Birth: 05-07-1988

Nationality: Indian

Marital Status: Married

Languages Known: English and Malayalam (Fluent) , Tamil and Hindi (Intermediate)

EDUCATION

Bachelor of Computer Application, Chinmaya Vidyapeet, Mahatma Gandhi University, 2005-2008.

EXPECTATIONS

Looking for a career growth and challenging responsibility with scope for learning.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Ernakulam

Date: 02-06-22