



DIVYASRI P.

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CAREER OBJECTIVE

An enthusiastic, self-motivated and responsible MCA graduate looking to pursue a career with an Organization of repute. Seeking assignment in **BackOffice/Admin** sectors

WORK EXPERIENCE

August 2012 to January 2018 : HAVISON ADVERTISING FZE
HR Manager/Sales Coordinator
Sharjah Airport Free Zone, U A E

JOB DESCRIPTION:

- Facilitates the daily management of HR function.
- Manages the interviewing, screening and referral of qualified applicants.
- Works to foster high job satisfaction by resolving issues promptly.
- Takes exit feedback and handles grievances and concerns related to leaves, expense claiming and others.
- Handles employee benefit management, attendance management, leave management as well as resignation.
- Ensures new starters a really positive & professional perception of the company.
- Monitors team progress, identify shortcomings and propose improvements.
- Coordinate sales team by managing schedules and communicating relevant information.
- Prepare quotations, invoices & delivery orders.
- Responds to complaints from customers and give after- sales support when requested.
- Maintains positive relationships with clients, timely and effective flow and communications.

April 2012 to July 2012: POWER PLUS CABLE LLC
Admin Officer
Dubai, UAE

JOB DESCRIPTION:

- Communicate with public services whenever necessary.
- Develop & maintain filing system.

- Act as a point of contact for internal & external clients.
- Provide information support on the status of stocks and sales on a weekly, monthly and quarterly basis to the General Manager.
- Compile & update employee records.

January 2011 to January 2012: DUPHARM LLC
Purchase Coordinator
Dubai, UAE

JOB DESCRIPTION:

- Manages and maintains stock requirements in line with budgets and seasonal demands.
- Responds to calls and queries of clients.
- Process all paperwork relevant to the purchase and receipt of goods.
- Monitors and manages supplier performance.
- Ensures compliance to company purchasing guidelines and systems.
- Assists with following up overdue accounts for payments.
- Forecasts the future levels of demand for products.
- Maintains and develops an approved suppliers list.
- Places orders and monitoring delivery dates.

EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

COURSE	INSTITUTION	YEAR	%
M.C.A	M.G University Nirmala college, Muvattupuzha, Ernakulam (Dist).	2004-2007	78%
B.SC ELECTRONICS WITH COMPUTER HARDWARE	M.G University M.E.S.College,Marampilly Ernakulam (Dist).	2001-2004	71%

ADDITIONAL EDUCATIONAL QUALIFICATION

O. C. P	Oracle Pinnacle, Oracle authorized training centre, cochin India	2008	92%
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CORE SKILLS

- Strong Verbal & Written Communication And Presentation Skills.
- Excellent skills in Analysis.
- Proficient in Windows OS, Internet, E-mail, Microsoft Office.

- Personal Traits:

Self-motivated, A team player with a sense of responsibility, Customer focused & Flexible
Result oriented & Tries innovative methods to achieve better results.
Good interpersonal communication skills.

Keen desire to meet new people and ability to deal with people of diverse ethnic & cultural backgrounds.

- Strengths

- Faith in God and Belief in Self.
- Committed and Positive.

PERSONAL INFORMATION

Date of Birth: 23 February 1984

Marital status: Married

Languages known: English, Hindi and Malayalam

** References & Certificates are available on request*

Signature:

Name: Divyasri P.