

HIGHLIGHTS

Name: Christina Srinarayan

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Last worked Company: Alsa Solar Systems LLC (May 2015 – Feb 2020)

Positions interested in: Secretary / Admin / Co-ordination / Order Handling

I.T Skills & ERP's Advanced MS Word, XL, PowerPoint, MS Outlook, Lotus Notes, (ERP) Lawson & ISCALA

Languages known English, Malayalam, Hindi

Education: Bachelor of Commerce (B.Com.)
Calicut University, Kerala (1990 -1995)

Driving Licence Details

D/L No: 646187

Date of Issue: 09 Oct 2002

Date of Expiry: 19 Oct 2022

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Christina Srinarayan



Profile

- Skilled executive secretary and administrative support professional valued for multitasking strengths, management skills and good organizational abilities. Experienced in a fast-paced work environment providing support and assistance to both single and multiple depts. as well as multiple individuals throughout the organization.
- Dedicated and focused secretary/admin that excels at prioritizing, completing multiple tasks simultaneously. Specialized in admin support, committed to delivering quality results, energetic, organized and professional with a reputation as a resourceful problem-solver who uses initiative and organizational skills to get the job done.
- Experience and knowledge of a variety of software applications including spreadsheets, presentations and database management, comprehensive working knowledge of various computer applications including MS Office, MS Outlook email, Lotus Notes E-mail & ERP's like Lawson & ISCALA, developing presentations, correspondence, organizing meetings and travel arrangements, logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while traveling, and completing expenses.

Key Skills & Strengths

Well-honed inter-personal skills, prompt follow up on various issues, focused, ability to work flexibly, meet deadlines, work with people of diverse backgrounds, prioritize and deal with heavy and varied workload with multitasking skills and an active team player.

Experience & Job Functions

May 2015 – Feb 2020

Alsa Solar Systems LLC

Dubai, UAE

Executive Secretary to General Manager

Job Profile (includes duties of admin, sales support and other dept. support including office management, executive and admin support to the GM & office staff, to ensure that their day to day requirements are met)

- Processing and redirection of incoming & outgoing Emails concerning business schedules and electronic communication, marketing, training and company events, maintain employee database and collate various kinds of information.
- Manage all administrative works including office requirements like purchase of office supplies (pantry & stationery) by monitoring the stock including business cards and advertising materials. Processing of various security passes and ensuring that employees and company legal documentation are complied with UAE requirements.
- Filing company documentation including assets, ensuring office lease agreements are in place and renewed and payments are raised in a timely manner with accounts department, tracking of expiry and renewal dates of personnel work documents, maintaining company website and online supplier registration log.
- Managing GM's day to day calendar based on input received, arrange and confirm appointments, arranging and co-coordinating travel arrangements for both GM and staff as per requirement, arranging company media events, creating and processing expense reports for GM and staff including collection and timely submittal, manage GM's & office petty cash, updating company profile and organization chart from time to time and creating & editing power point presentations.
- Manning the reception area, including greeting visitors and responding to telephone calls and in-person requests for information.
- Liaising with internal & external contacts, HR & PRO through co-ordination to ensure that newly joined employees documentation is submitted for work permits till visa is obtained. Organizing email address for newly joined staff and connectivity issues by coordinating with I.T.
- Assisting sales by logging in new leads and enquiries, issuing C&L numbers, render back end support by finding out new leads.
- Assisting Operations & Engineering Dept. by follow up on various issues and also sourcing quotes.
- Overall manage office environment, general office needs and issues, operate office equipment. Initiated scheduling maintenance for equipment's such as printers, email & computers to resolve issues.

May 2014 – July 2014

Safario Trading Co. LLC

Dubai, UAE

Temp assignment for 2 months as Secretary to MD

June 2003 – Sept 2013 Johnson Controls Air-conditioning & Refrigeration – formerly known as York Air-conditioning & Refrigeration Inc. - Dubai, U.A.E (was involved in 4 departments)

Order Handling specialist in Customer Service Dept. (CSD) (July 2012 – 30 Sept 2013)

Ensure compliance on order by reviewing them, follow up on customer code creation, declare order in ERP system, project folder management, initiate procurement and follow up to obtain purchase order, check verify if PO details are as per requests sent, follow up with supplier on ex-factory dates and shipping documents, collate and track all information by means of tracking sheet for handing over to logistics department and for consolidation of materials to client site. Create sales order and amend when required to generate correct accounting invoice to the customer. Monitor the revalidation of project related document called (ECF) Export Clearance Form and send to relevant department for clearance.

Coordinator/Admin in Refrigeration Dept. (2010 – 2012 June)

Ensure compliance with policies & procedures, customer code creation, assignment of project reference number & project folder management, Initiate procurement, track delivery & logistics, monitor purchase invoicing, follow up on cost of sales booking, solving supplier non-payment issues, revalidation of project related documents, compiling technical documents for customer, generating reports for the department.

Job Profile

- Maintaining record of departmental assets and preparing Capital Appropriation Requests (C.A.R)
- Manages, co-ordinates, implements and is conscious of process & functions in line with key deliverables and takes steps to protect interests of JCI.
- Organizing team member's work related basic requirements in co-ordination with relevant departments. (work stations, I.T connectivity, phone and extension lines, security access cards, company credit cards, laptop, sim, mobile phone, petrol card, access rights to share drive folders in coordination with I.T. Dept. are ready and in order.)
- Arranging team events and Blue Sky initiatives for voluntary work at various locations and autistic centers.
- Managed the purchase, tracking and monitor of stationeries for the department, managing the collection, tagging and maintenance of departmental keys.
- Tracking leave records and salary issues of the department in co-ordination with H R dept.
- Hotel Reservations, meeting arrangements and travel arrangements. Organize conference rooms and food for team meetings.
- Making arrangements for archiving old files and retrieval as and when required.
- Sending invoices to customers and cd's to staff of other regions by courier and follow up for confirmation of receipt from other party. Other ad-hoc admin & co-ordination duties, prompt follow up on various issues as and when required by the team and other JCI regional offices

Purchase Assistant for Service Department (in Dubai, Abu Dhabi, Bahrain, Kuwait, Qatar, Oman etc) (2009-2010)

- Create and release purchase orders as per requisitions received, validate requisitions and ensure adherence to procurement policy, receive & document PO acknowledgement from suppliers, establish effective documentation system for filing and recording all PO's, supplier acknowledgement etc.
- Receive, validate & process supplier Invoices to accounts payable, act as a single point of contact for suppliers for addressing all operational issues. Create & maintain tracking sheets. Follow up with suppliers on quotations, deliveries, payment issues and quality issues, track and monitor shipments from suppliers against committed delivery dates.

*June 2003-2009**York Air-conditioning & Refrigeration**Dubai, U.A.E***Secretary / Administrator in Service Department****Job Profile**

- Preparation of letters, XL invoices, delivery notes, faxes, memoes, commissioning forms, renewal of AMC contracts, sending by courier and ensuring till receipt by customer and other miscellaneous documents for service department and formatting various documents. Maintaining department assets and track records.
- Arranging security passes and day passes for technicians and sub-contractors to access various sites, travel, ticket, site & hotel arrangements. Making travel arrangements.
- Generating local purchase orders & faxing the same to suppliers, maintaining a track log sheet for all purchase orders, tracking the system for duplicate purchase orders, general office administration including ordering of stationery, photocopying, filing, archiving, office house-keeping, scanning & binding machine management, opening and distribution of external mails. Filing of letters, memos, faxes, timesheets, quotations, invoices both customer & supplier and archiving old job files in a systematic, organized and traceable order after job completion and invoicing. Archiving files and maintaining records.
- Receiving and verifying invoices from vendors, dispatching customer invoices, sorting out vendor invoice unpaid issues and follow up for their payments.
- Photocopying and keeping track of expense reports, supplier invoices and submit to accounts, keeping track records of invoices and LPO's submitted, document control and record keeping of personnel files, co-ordinated H R related issues on behalf of the dept. by liaising with Human Resources.

*Nov 2000 – 2002**J. Ray. Mcdermott Inc.**Dubai, U.A.E***Secretary in Business Development Department****Job Profile**

- Assisting in the preparation of documents for Bids and Proposals compiling and formatting pre-qualifications for final submission to potential clients, preparing relevant files, data for client prequalification and submission and other written questionnaires by way of coordination and follow up with relevant departments to obtain necessary information/documents/attachments required for the purpose.
- Producing a variety of responses and documents in line with company policy, formatting documents as per client requirements, searching and downloading information from internet, assisting in compiling client presentation using power point, managing library database of all brochures including taking stock of brochures. General clerical duties including correspondence and filing.

Secretary-Client Support - Qatar Petroleum (6 months Project) / TotalFinaElf (1.5 years)**Job Profile**

- Assigned for setting up client office, arranging and follow up on gate passes, visas, driving licenses, making necessary travel arrangements in co-ordination with project management team, meetings and other misc. arrangements for the client and their representative. Typing of letters, faxes, memos and reports. Attend phone calls and all secretarial and coordination duties between client and PMT for various client arrangements and requirements.

*July 1999 - October 2000**Emirates Building Systems L.L.C**Dubai, U.A.E***Secretary**

- Preparing local lead reports for Sales Engineers for follow up and necessary action by scrutinizing publications and journals to identify new work prospects for the business, obtaining contact details of prospective clients, sending company introduction letters and company brochures.
- Typing and filing letters and memos and taking care of incoming and outgoing faxes.