

# Supreetha S Anchan

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## Profile

A result orientated administration manager with a proven track record of more than 8 years of experience in handling and supervising the administration department. A team player with a reputation of superior performance in office coordination as well as customer relationship management.

## Organizational Deatails

**Accountant executive/Admin** : Wood Zone Technical service - Dubai, UAE (Aug 2021- Till date - Temporary Job)  
**Administration/Sales Manager** : Jazz Rockers - Dubai, UAE - (April 2017 – June 2021) – 4 Years  
**Admin Supervisor** : Jazz Rockers - Dubai, UAE - (Jan 2015 – March 2017) – 2 Years  
**Admin Coordinator** : Pranavam Institutes - Dubai, UAE - (Jan 2013 – December 2014) – 2 Years  
**Purchase Coordinator** : Mangalore Refinery and Petrochemicals Ltd India - (March 2012 - Dec 2012)

## Experience

**Accountant executive cum Admin || Wood Zone Technical service – Dubai, UAE (August 2021- Till date - Temporary Job)**

- Preparing payments of suppliers and freelancers
- Reconciling supplier accounts after checking Client payments
- Reconciling and Posting the company payment transactions
- Maintaining accounts receivable, document bills and supporting documentation.
- Manage the day-to-day Petty Cash system.
- Filing and tallying all monthly invoices.
- Preparing LPO, quotations and invoices.

**Administration/Sales Manager || JAZZ ROCKERS- Dubai, UAE – (April 2017 – June 2021) – 4 Years**

- Maintains administrative staff by recruiting, selecting, and training employees
- Supervision of 4 branches and leading respective branch administrators
- Verifying all documentation, including registration forms, daily reports, attendance reports
- Basic Human Resources tasks.
- Update internal databases (e.g. record sick or maternity leave)
- Answer employees queries about HR-related issues
- Revenue recognition and reconciliation.
- Prompt decision making to sort unseen emergencies
- Follow up with each branch admin regarding fee collection and enquiries received
- Preparation and submission of final monthly business report to Director
- Ensuring transportation system runs smoothly
- Ensuring proper stock management of uniforms, stationery items, rental costumes etc
- Class schedule preparation and management
- Website, Software and Social Media Management
- Handling concerns and complaints by customers and acting accordingly
- Set sales goals, compare performance to goals, and adjust goals as needed
- Coach, mentor, and provide feedback to team members
- Achieve growth and hit sales targets by successfully managing the sales team

### **Admin Supervisor || JAZZ ROCKERS - Dubai, UAE - (January 2015 – March 2017) – 2 Years**

- Supervising administrative staff and dividing responsibilities to ensure performance
- Manage agendas, travel arrangements, appointments etc. for the upper management
- Organize and maintain personnel records
- Reporting to HR and senior management
- Invoicing in Tally & unpaid follow-up
- Preparation of daily report, business reports, attendance sheets.
- Transportation arrangement and students pick up and drop
- Reply to emails and action accordingly
- Preparation of circulars and certificates
- Sending requisition for office supplies and maintaining stock
- Reporting to management in case of an issue or complaint

### **Admin Coordinator || Pranavam Institutes - Dubai, UAE - (January 2013 – December 2014)**

- Handling phone calls, take messages, enquiries and follow-up the same
- Welcoming visitors and set a positive office atmosphere
- Keep front desk tidy and presentable with all necessary material (pens, forms paper etc)
- Create and update records ensuring accuracy and validity of information
- Make travel arrangements
- Pass on information from upper management to employees and vice versa
- Fee collection & unpaid follow-up
- Filing of invoices/ receipts/ registration form
- Reply to emails and action accordingly

### **Purchase Coordinator/ Accounts Assistant || Mangalore Refinery and Petrochemicals Ltd – Mangalore, India - March 2012 – December 2012**

- Coordination of supplies in Customer Service Dept.
- Cost savings report to be submitted to vendor management team end of every month
- Maintenance of all documents and records of dealings pertaining to purchase
- Interacting with respective clients and solving work related issues
- Organize day to day activities, prioritize and co-ordinate work load
- Receiving bills of material supplied by vendors and acknowledge the same

### **Computer Proficiency**

- Microsoft Excel/Word
- Coda
- Report card
- Tally Prime
- Shopify (E- Commerce)
- Digital Marketing

### **Education**

#### **Certification Course (2020)**

Digital Marketing

#### **Bachelor of Science (B.sc) (2012)**

University of Mangalore, Karnataka – India

## Soft Skills

- Very good communicative and interpersonal skills
- Strong convincing ability and presentation skills
- Focused and capable of working under pressure
- Excellent leadership qualities and a great team player

## Personal Details

Date of Birth	:	30/05/1992
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Passport number	:	K7778877
Qualification	:	B.Sc (2012)    Certification in Digital Marketing
License	:	U.A.E Driving License
Visa Status	:	Husband Visa
Language	:	English, Hindi, Kannada, Tulu

## Reference

Mr. Martin Jayson (Managing Director) – Jazz Rockers Dubai, UAE  
Contact No.: 0553441724  
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Yours truly,  
Supreetha S Anchan  
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