



Suhail Sirajudeen

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Dubai, UAE

DOB: 21-12-1995

Visa status-Employment (Transferable)

Objective:

Goal driven administration executive to focus on organization needs and self-driven professional to grow career in administrative support and operations.

Qualification:

Bachelor of Engineering-ECE

2012-2017

SRM University, Chennai 89

Experience:

Operations Manager, @International scaffolding LLC, Jan 2020-till present

Responsibilities:

- Deliver superior service and maximize customer satisfaction.
- Respond efficiently and accurately to customer complaints.
- Regularly review product quality and research new vendors.
- Coordinating with employees to look after their issues and queries regarding assigned job.
- Control operational costs and identify measures to cut waste.
- Handling customer enquiries and complaints
- Overseeing stock levels and ordering supplies
- Preparing and presenting staffing/sales reports
- Assessing and improving profitability and setting targets
- Meeting and follow up with clients for any new requirements that can convert to lead.
- Handling administration and paperwork
- Assessing and improving profitability

PRO Admin, @Strive Business Services, Feb 2018-Jan 2020

Responsibilities:

- Supervise Assisting all departments in Photocopy & Scanning of documents
- Forwarding email to concern department coordinator for updating product delivery schedule
- Maintaining all customer contract copies
- Manage and Sort incoming mail, faxes, and courier deliveries for distribution
- Assisting Finance department for any documentation requirement
- Performs other clerical duties such as filing, photocopying, and collating for all departments
- Maintaining all customer contract copies
- Maintaining conference or meeting room schedule program
- Updating agency certificates and distributors contracts with coordination of admin supervisor
- Supporting with IT department to ensure all connections running fine Circulating LPO's and contracts via e-mail to the concern Sales Person
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Arranging all documents for Signature and tracking of the documents.

Administrative executive, @V Deal Properties, Chennai Jan 2017-Jan 2018

Responsibilities:

- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organisation
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for staff members
- Finding ways to improve administrative processes

Declaration:

I do hereby, confirm that above mentioned details are genuine and truly upto my knowledge

By

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