



LEKSHMI SURESH

OFFICE MANAGER



Dubai



+971503903467



lekshmikeswar@gmail.com

PERSONAL DETAILS

Date of birth
30/05/1981

Nationality
Indian

Visa status
Spouse Visa

Marital status
Married

EDUCATION

MBA
Bharathiar University / India / 2004

BBA
MG University / India / 2001

SKILLS

OFFICE ADMINISTRATION

RECRUITMENT

ORGANIZATIONAL MANAGEMENT

TIME MANAGEMENT

PROCUREMENT COORDINATION

TRAINING ADMINISTRATION

GOVERNMENT RELATIONS

IMPORT/EXPORT DOCUMENTATIONS

ABOUT ME

Dedicated and focused Office Manager with over 14 years of experience in Office Administration and Recruitment. A highly motivated individual who responds positively to challenges. An enthusiastic team player who can also work autonomously, able to perform well under pressure & believes in team spirit, co-operation, sense of responsibility, taking initiative, and determination.

WORK EXPERIENCE

PROMES ENGINEERING SYSTEMS

Dubai
Jan 2015 - Jan 2021

Office Manager

Responsibilities Office Administration

- Supervising and monitoring the work of Administrative Staff.
- Liaising with Staff, Suppliers, and Clients.
- Maintain Office records accurately and in an easily accessible manner.
- Establishes and Maintain files and records on an ongoing basis.
- Orders Office Supplies as required.
- Coordinating with PRO to renew, update and keep up all employee's work contracts on time to guarantee that the Organizations records are up to date in the Ministry of Labor and Immigration Departments.
- Send notification to employees on required documents before their visa expires.
- Coordinating with PRO for renewing Company Trade License are updated and follow up with official approvals and permits to prevent unnecessary violations.
- Providing Accounting Department with updated Leave Plan in order for them to pay employee wages as per U.A.E Labor Law.
- Coordinating with Account Department to prepare the Invoices to Clients on a timely basis.
- Coordinating with IT Department to set up Office Equipment and setting up E-mail Accounts and Profile for all users.
- Follow up with IT Department with any Server and Computer related issues.

Responsibilities with Training Department

- Preparing the Training Calendar for Public Training Programs.
- Coordination with Clients like ENEC, DP World, Musanada, Saudi Aramco, ADNOC Distribution, TRANSCO, Qatari Diar, Kuwait Fund, and so on for their In-House training requests.
- Recruit new Trainers and evaluate performance.
- Develop Training Materials in coordination with concerned Trainers.
- Conduct Organizational Needs Assessment
- Maintain updated curriculum database and training records.
- Familiar with Clients' procurement Portal for the company's Training and Consulting Programs.
- Updating the company's website by adding various Public Training courses.
- Releasing and sending monthly Training Newsletters via E-mail marketing.

LANGUAGES

ENGLISH

MALAYALAM

HINDI

INTERNATIONAL SHIPPING LINE

Dubai
Mar 2010 - Jul 2014

Sea & Air Freight Coordinator

- Enter the Data into Freight Forwarding Software (FLOTILLA) to process the inquiries received.
- Communicate with the agents on daily basis to make sure that the shipments are accurate and delivered on time.
- Manage the entire forwarding process to ensure customer satisfaction through a best practice approach.
- Negotiate and book cargo with shipping lines.
- Manage Passing Export Documents (ED) and Bill of Entry through E-Mirsal II.
- Manage documentation such as Bills of Lading, Air Way Bills (AWB's) Packing Lists, Commercial Invoices.
- Coordinate the collection/delivery process and manage this until the final destination.
- Handle requirements for any dangerous or controlled goods and ensure that the proper export-controlled permits and licensees have been acquired.

ABC CONSULTANTS

Dubai
Jul 2009 - Dec 2009

Recruitment Coordinator

- Sourcing and filtering appropriate candidates as per the Client's request and performing reference checks.
- Scheduling and conducting interviews.
- Communicate with Hiring Managers.
- Providing follow-up correspondence to candidates on recruiting status via phone and E-mail.
- Working closely with the clients and the internal team to ensure the hiring process runs smoothly.
- Tracking recruiting activities and providing candidate status in a weekly report.

N FORCE HR CONSULTANCY

Dubai
Jul 2008 - Jun 2009

Recruitment Coordinator

PARADIGM RECRUITMENT SOLUTIONS

India
Dec 2004 - May 2008

Recruitment Coordinator

TECHNICAL COMPETENCIES

MS Office- Word ,Excel, PowerPoint, Outlook, Teams

Flotilla- Freight Forwarding Software

ZOOM

HOBBIES

READING, COOKING AND LISTENING TO MUSIC