

# Athira Ranjith

## Admin Executive

📞 971-555699248

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📍 Al Wahda Building, Deira City Center, Deira



### Professional Summary:

A team Leader who intends to build cross functional expertise by focusing on innovation, excellence, achievement & quality leadership. Young, energetic and performance driven professional with 4 years of experience in Dedicated and focused Administrative experience, as well as a buying coordinator. Skilled in prioritizing and multiple tasks independently. Extensive experience in Microsoft applications including Word, Excel, and outlook. & developing strategic initiatives.

### Areas Of Expertise

▪ Buying Co-ordinator	▪ Business & Data Analysis	▪ Client Relationships
▪ Regional Administration	▪ Market Research	▪ Customer Service
▪ Strategic / Tactical Planning	▪ Business Summits & Events	▪ Document Controller

## Work Experience:

### Admin Executive | Alfuttain Automall (2016 – 2020)

#### *Tasks:*

- Creating Local Purchase orders vehicle purchases in SAP. Verify all appraisal forms with complete set of documents. Ensures accuracy and compliance in processing all vehicle data and specification.
- Follow up for mortgage release from the bank, assist in resolving issues and prepares the payment request following wholesale SOP.
- Delegate tasks as appropriate to other members of the team.
- Maintain all admin files and prepare data reports such as daily stock list, purchase appraisals, buyer's scorecard.
- Assist Purchasing Manager with reports as needed.
- Proficient in SAP, ARIBA and FAST TRACK Programs and applications.
- Assist in raising Ariba PO for general admin office equipment and supply inventory.
- Successfully planned and coordinated company events and teamwork activities.
- Expertly handle process regarding VAT.
- Create LPO for workshop, RTA de-registrations, export and approved cost additions.
- Management of second set, spare keys, warranty books and ordering unavailable accessories for retail vehicles.
- Following up and supporting any potential new business
- Implementing structure and order into business operations.
- Answering all enquiries promptly and professionally.
- Maintaining accurate client history.
- Understanding and obeying any senior management request

## Education Credentials:

**2012- 2016 (Bachelors of Technology) Computer Science** Calicut University, Kerala, India.  
Engineering CGPA: 6.11 (Scale of 10)

**2011-2012 Course-** Physics, Chemistry, Mathematics, Biology Science  
Score: 74 %

**2010 CBSE Board, Kerala, India**  
Score: 65 %

### Key Skills:

- Maintaining databases and filing systems
- Providing preliminary information to customers
- Managing correspondence
- Coordinating appointments and meetings
- Answering phone calls
- Able to handle incoming calls and route them to the appropriate person or department.
- Track record of managing front desk activities within a busy environment.

### Computer Skills:

SAP|FASTRACK| MS Office | ARIBA|Hardware and Software upgrades | Operating Systems.

### Languages:

Malayalam, English, Hindi, Tamil

### Personal Details:

Date Of Birth: December 23,1993	Gender: Female
Marital Status: Single	Nationality: Indian
Passport No: H4798481	Visa Status: Visit Visa

### Interests & Hobbies

Playing Sports, Listening to Music, Travelling, Dance, Art

### Declaration:

I hereby declare that all the above information is true and genuine to the best of my knowledge and belief.

Athira Ranjith

Place: Dubai