

Resume



Sankardass.S

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Contact Address:

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Personal Data:

Sex : Male
Nationality : Indian
Marital Status : Married
Passport No : N0602300
Driving License : Valid UAE
Driving License

Languages Known:

English, Tamil, Malayalam,

Skills & Strength:

Good Knowledge in
Documentation.

Positive Thinker & Fast Learner

Presentation Skill.

Highly Dedicated & Punctual.

Good Team Player & Leader.

OBJECTIVE

An enthusiastic, dedicated and versatile employee, by being part of successful and productive team. Quick to grasp new ideas and concepts to develop innovative and creative solutions to problems. Able to work well on my own initiative and can demonstrate the higher levels of motivation to meet the tightest of deadlines, even under significant pressure, and possesses a strong ability to perform effectively.

PROFILE SUMMARY

Highly skilled Office Assistant ,accounts professional with the knowledge of preparing documents regarding import and export for UAE Customs.

QUALIFICATION

- Bachelor of Finance Management from Nov 2014
- Higher Secondary school leaving certificate in 2004

TECHNICAL QUALIFICATION

- Have undergone basic firefighting training conducted by Sharjah Airport Free Zone authority both theoretically and practically
- Diploma in computer application
- Diploma in Desktop Publishing
- Diploma in Garments Technology

EXPERIENCE SUMMARY

- Worked as **ADMIN / PRO** in Gateway Ventures (FZC) Saif-Zone, Sharjah From April 2019- March2021
- Worked as **ADMIN / PRO** in Kris international (FZE) Saif-Zone, Sharjah From 2009 Nov- Nov2018
- Worked as Sample Assistant in Zulekha Garments, India From 2006 Oct to 2009 March
- Worked as office assistant in V.K Fabrics India From 2004 Dec to 2006 Feb

JOB SUMMARY

- Greeting clients and visitors as needed ,Aiding with client reception as needed,Serving refreshment , Lunch and Dinner to clients
- Updating paperwork, maintaining documents, and word processing.
- Printing , Bilding , filing and delivering documets to client's offices
- setting up meeting rooms for AV calls and presentation
- Helping organize and maintain office common areas.
- Maintaining supply inventory for office pantry, and distribute pantry supplies as necessary
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Processing Orders based on Company's procedures
- Send the required documents to all customers as per their requirements and obtain their Confirmation in a timely manner and keep the shipping details updated.
- Working closely with transportation companies and supplying factories in coordinating shipments.
- Preparing bank LC and necessary documents for export and import.
- Handling local Sales & Marketing (All kind of wood logs)
- Preparing Customs Clearing and Forwarding
- Filing of receipt vouchers for the office expenses, Processing Invoices & Petty cash haldling
- Maintaining office equipment as needed.

PRO ACTIVITIES

- Preparing necessary documents for stamping of visas for new employees in Saif Zone Sharjah (PRO).
- Monitor and renew employee residence permits.
- Obtain new residence visas for dependants of employees.
- Liaising procurement using bank credit facility effectively.
- Handling On boarding Bank Formalities
- Assessing and managing organization finance for procurement.
- Co-ordination with government officials for company trade license renewal procedures periodically.

Declaration

I hereby declare that all the details listed above are true and correct to the best of my knowledge and belief. I assure you, if I am given a chance, I will execute my work to the fullest satisfaction of my superiors.

Date :

Place : Dubai

(Sankar dass)