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CAREER GOAL Over 15 years of experience in Administration & Logistic Co ordination
Seeking employment that allows me to grow professionally in my career &
Gain more experience while being able to utilize my skills for the betterment of the
organization with the best use of my dedication, determination and resourcefulness.

EDUCATION Bachelors in Business of Business Administration, Shobit University, Meerut Year 2015

CORE SKILL
Time Management & organizational skills
Good – listening & excellent communication skills
Fast learner & observer
Team management
Customer Service & Administration
Computer Skills

TRAINING & WORKSHOPS
Training Course in Basic Computers from St. Angelo's Institute at Mumbai.
[Software covered-OS-Windows98, Ms-Word, Excel, & Internet browsing]
(Jan 2005 – Dec 2005)

Training Course in HR & Administration Skills from Nadia Training Institute
at Dubai. [Course covered- Recruitment, Selection, UAE Labour Law, Health,
Safety & Environment, Training, and Performance Appraisal] (Dec 2009- Jan 2010)

Training course in Microsoft Azure from Zabeel International Institute of
Management & Technology (Course covered Azure fundamental in AI) (Aug 2021)

WORK EXPERIENCE

Administrator/ Logistic & Sales coordinator

Chori Middle East FZE – Textile & Chemical Trading CO (Jebel Ali Free Zone- Dubai)
(Loss of employment due to scaling down / internal restructuring due to Covid 19)
(June 2011 – June 2020)

- Maintaining records of various company and clients, Managing quotations, invoices, mails, dealing with clients.
- Attending incoming calls & inquiries from prospective customers directing them to the right department and answering their queries
- PRO Work (visas, portal access, lease & license)
- HR Work (record of Annual leave/medical insurance/ visas / salary / contracts/ ID cards)
- Arranging meeting & appointment of MD
- Reservation of domestic and International travel for MD and other delegates
- Hotel Reservation and arranging itinerary for delegates' client & MD (through travel agent)
- Greet visitors ascertain nature of business and direct them to concern department
- Handles petty cash and order office supplies and maintain inventories
- Updating & Co ordination to Management, Finance & Operations Department

- Arranging bookings for international and local shipment pickup & delivery
- Banking operations like payments/deposits
- Receiving invoices, issuing Debit & credit notes and book keeping.
- Import & Export Logistic documentation preparing shipping documents :(Invoice, Packing List, COO, Marine Insurance, delivery Advice, bill of exchange, Covering letter)
- Communication with Bank for LC payments – inwards & outwards
- Banking operations like payments/ deposits and letter of credit opening
- Follow up with clients/ preparing Quotation/ Sales contract/ proforma invoice
- Coordination with Head office/ shipping agent related to BL and other shipping documents
- Arranging bookings for international and local shipment pick up & delivery
- Updating & coordination to Management, Finance & Operations Department
- Managing payables' and receivables & follow up with client

Purchase Admin – (Imdaad LLC – Facility Management (Dubai World Company) (Jebel Ali Free Zone- Dubai) November 2009 – Feb 2011

- Managing Purchase Orders, Faxing, Mailing, & follow up with the suppliers.
- Monitoring Emails & Feedback to Emails.
- Managing payables and follow up.
- Updating and co-ordination with Accounts, Management & Operations.
- Updating contracts of various suppliers.
- Assist walk-in subscribers with their concerns and queries
- Preparing batches of invoices/bills of the customer through the system
- Handling and encoding purchase orders
- Encoding data of costumers on the system

Office Admin Executive & Logistic coordinator (Mait Middle East – Piling & Rigging Italian based Co -Jebel Ali Free Zone- Dubai) Oct 2008- Oct 2009

- Maintaining records of various company and clients, Managing quotations, invoices, mails, dealing with clients.
- Monitoring & Feedback to Emails, co ordination with Head office Italy
- Import & Export logistic documentation (letter of credit for import & Export) preparing shipping documents such as Invoice, PL, COO, Delivery advice, Bill of Exchange etc)
- Managing payables and receivables & follow up.
- Maintaining the stocks and updating it.

Customer Service Assistant (Cupola Tele Services, Dubai-UAE [Outsource services Provider for Barclays & HSBC Bank] (Outsource Zone Dubai, UAE) April 2008- Aug 2008

- Direct Sales Agent for credit card sales and other additional business related to credit card such as Balance Transfer, Easy cash, insurance etc.

Receptionist & Administrative Executive (J P Morgan Chase Bank on Contract of Cushman & Wakefield Pvt Ltd, Mumbai-India) Feb 2007- Jan 2008

- Attending & Maintaining records of Incoming & Outgoing calls.
- Maintaining Inward & Outward orders.
- Invoicing and posting data on the systems.
- Co-ordinating with various divisions of the organisation.
- Managing payables and receivables & follow up.
- Booking Hotel reservation and Air ticket for clients and other Managers.

Administrative Assistant (Manik Travels Mumbai India (ISO – Manpower Recruitment consultant) June 2005- Jan 2007

- Attending & Maintaining records of Incoming & Outgoing calls.
 - Monitoring Emails & Feedback to Emails & attending walk in clients.
 - Setting up Meetings with the clients and candidates.
 - Invoicing and posting data on the systems.
 - Co ordinating for interviews with the HR Department.
 - Co ordinating with other Agencies and clients to execute job fairs and other opportunities for the candidates.
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Personal Information

- Date of Birth : 27.05.1984
- Gender & Status : Female, Married
- Languages known : English & Hindi
- Nationality : Indian
- Visa status & Expiry : Husband sponsorship
- Joining Date : Immediately Available
- Driving License : UAE light motor