



SONIA DSOUZA

CONTACT INFO

- Abu Dhabi, UAE
- +971565767715
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COMPUTER SKILLS

Microsoft Office :

- Microsoft word
- Microsoft Excel
- Microsoft PowerPoint

Platforms :

- Windows
- Unix
- Android

Programming Language:

- C
- C++

Database Technologies:

- MySQL
- MS Access

CAREER OBJECTIVE

To effectively utilize my skills and qualifications to contribute significantly to an organization that provides competitive environment as well as long-term growth.

WORK EXPERIENCE

- Organization: Aldabbous Medical Co., Kuwait**
Designation: Tendering Coordinator cum Purchasing & Logistics Executive
Period: 02.11.2017 to 31.12.2022

Responsibilities for Purchasing & Logistics:

- Placing the orders with international and local companies.
- Upon receiving the Proforma invoice from manufacturer /supplier, forwarding it to the finance department for the payment transfer process.
- Carrying out all the logistics related tasks i.e. Requesting the quote from freight forwarders and courier companies, notifying the forwarder to pick up the goods, follow up with the forwarder for the clearance and delivery till goods reaches to the warehouse
- Preparing invoices and delivery notes.
- Making sure that goods are delivered to the clients on time without delay.

Responsibilities for MOH & KOC Tenders:

- To coordinate with sales team to prepare the quotation and other tender related documents for MOH or KOC Tenders.
- To coordinate with finance team through mail to submit the costing sheet and prepare the bank guarantee and purchase the tender.
- Ensuring that tenders are delivered within the specified timescales, and delivered to the MOH or KOC, whether by upload to portal, email or by hard copy.
- To Maintain the database of all the tenders, ensuring that tenders files are up to date at all times.
- Check the statement of offer for the previously quoted tenders.

- Organization: Webtel India, Mangalore India**

Designation: Testing executive

Period: 18.08.2015 to 19.06.2017

Responsibilities:

Testing all the coupon /promo code in the shopping websites and submit the result to the tool as valid or invalid.



PERSONAL DETAILS:

- Date of Birth :
8th November 1991
- Nationality:
Indian
- Sex:
Female
- Marital Status:
Married
- Religion :
Roman Catholic

LANGUAGE

- English
- Hindi
- Konkani
- Kannada

ACADEMIC BACKGROUND

1. **College/Institution:** AIMIT, St. Aloysius College (Autonomous)
Board/University: Mangalore University
Subject: Master of Computer Applications (MCA)
Year of Passing:2015
2. **College/Institution:** St. Aloysius College (Autonomous)
Board/University: Mangalore University
Subject: Bachelor Of Computer Applications (B.C.A)
Year of Passing:2012

DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

(SONIA DSOUZA)