

**SUJI.V Mobile:** +919884710999/919791070033 **E-mail:** [sujimss1976@gmail.com](mailto:sujimss1976@gmail.com)

**Highly experienced and motivated administration specialist with extensive experience working in a tertiary education setting. Looking for a stimulating role where I can apply my enthusiasm, professionalism and thorough approach to support an academic team**

**Professional Profile**

* Worked in **SAP** (productions)
* Getting the proper document on time to complete the updation.
* Sending the details to the high authorized person for approval after designing the project.
* Handling the issue on my own till my limits.
* Single point of contact in my job.
* Based on my release of the projects, other departments will work accordingly.
* Interacting with the clients, operations heads and top management in a friendly manner.
* Following up vigorously until I get the document in hand.
* Generating report on monthly basis, wbs (work break structure) wise and project wise.
* Travel Management – ticket booking and hotel stay for the higher officials.
* Two guest house handling and preparing reports on monthly basis.
* Responding for the mail on time without any communication gap.
* Document Controller
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Handling the office
* Agreements maintain
* ISO Audit preparation
* Recruitment
* Police verification details
* Contract Labour license

**Skill Set**

* Excellent interpersonal and communication skills.
* Team player with experience in leading teams, co-ordination with all functional departments, liaison, building innovative and creative solutions.
* Flexibility & Self Confidence
* Honesty and integrity
* Continuous learning
* Multi task personality
* Analysing the issues and giving solution then and there
* Transaction level monitoring

***Core Competencies***

**Office Operations :**

* Handling my team in a friendly manner
* Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) and concern person in the organisation in **SAP**
* Preparing cost breakup for the clients and forwarding to the client for approval.
* Direct interaction with clients.
* Handle a team in **SAP**.
* In **SAP** zbill template and pay structure – which is related to HR and billing deparment was handle by me.
* Monthly wise IOC (inter office communication) report was analysied and sent to all top management on 25th of every month, Based on the same the management will come to know the how many live project are in hand.
* Bank statement maintenance.
* Attending client & internal query and solving the issues on time.
* Conducting internal meeting and explaining my sub ordinate about the potential of the work to be done.
* Planning and orgainising the work to my sub ordinates.
* Team work
* Communication and influence.
* Documentation of each communication and the database which is related to the clients and the management.
* Internal budjet handling for clients.
* Quality Results Orientation.

**Secretary and Admin :**

* Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
* Filing minutes and reports
* Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
* Keeping a record of the organisations activities
* Keeping a diary of future activities
* using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
* devising and maintaining office systems;
* booking rooms and conference facilities;
* using content management systems to maintain and update websites and internal databases
* attending meetings, taking minutes and keeping notes.
* managing and maintaining budgets, as well as invoicing.
* liaising with staff in other departments and with external contacts.
* ordering and maintaining stationery and equipment
* sorting and distributing incoming post and organising and sending outgoing post.
* liaising with colleagues and external contacts to book travel and accommodation.

**Career Highlights**

**July 16 onwards as Asst. Manager Receivables in Updater Services Pvt Ltd**

* Handling the outstanding of Hyderabad & Delhi region total turnover of Rs. 24.33 crores
* Sending outstanding statement to the clients
* Reconciling the ledger of accounts
* Payroll process right from the attendance till the audit
* Billing process, preparing billing advice and invoices submission
* Handling operation issue and coordinating the same.
* Extracting the required document from SAP
* Handling nearly 425 major clients with the billing value of Rs. 24.33 crores
* Petty cash handling
* End to End process
* Analyzing the issues and sorting out.

Achievement

* Achieve the given target on month on month basis
* On time process of salary and billing

**August 2015 – July 16 with Ravindra Services Pvt Ltd** **as Manager – Ops/Admin**

* Client files
* Agreements
* Contract Labour license
* Official documents
* List of client’s with email id and phone numbers
* Police verification details
* Security personnel documents
* ISO Certificate & Files
* Absconding Letter
* Cooperate office agreement
* Coimbatore office agreement
* Files pertaining to CII, FICCI & MMA
* Training reports.
* Joining formalities of employees
* Day today activities of admin
* Address verification
* Cooperate office Attendance
* Coordinating with PF department for site audits.
* Coordinating with Operations.
* Recruitment
* Followup for agreement renewals.
* Minimum wages implementation
* Operations related work
* Checking DAR (Daily activity report)
* ISO Audit preparation

Achievement

* Successfully completed the ISO audit 9001 : 2008
* Agreement up-to-date

**August’2014 -31st march 2015 with Kadri Technical Trading as Administration cum document controller**

***Administration***

* Forwards information by receiving and distributing communications
* collecting and mailing correspondence
* copying information.
* calling for repairs; monitoring equipment operation; monitoring and purchasing as per the fund
* Maintains office schedule by picking-up and delivering items using automobile.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer booking; keeping customers informed of the booking status.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Supporting HR day to day activities

**Document controller**

* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follow up of all the site needs
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project

**June’2009-July’2014 with UPDATER SERVICES (P) LTD as a Project Manager.**

***SAP (system application product)***

* Worked in **SAP** (productions).
* Handling Project team.
* keeping up-to-date contact details (i.e. names, addresses and telephone numbers) and concern person in the organisation in **SAP**
* Interacting with the operation team to get proper documents.
* Continuous followup till the document reaches in my hand.
* Verifying the document, whether there is proper approval of client (reg. breakup, salary allotted to the employees, approved document of the client which is in their letter head or agreement for the same).
* Getting the proper document on time to complete the SAP updation.
* Documentation of each communication and the database which is related to the clients and the management which is attached in the project so that all the department could get the related document without any communication gap.
* Planning and orgainising the work to my sub ordinates
* Release the project for the other department to access.
* Handle in SAP the zbill template creation and pay structure creation which is related to HR and billing deparments.
* Solving the issue which is related to SAP updation.
* Generating report on monthly basis, wbs wise and project wise.
* Responding for the mail on time without any communication gap.
* Giving supporting document to admin/HR/Finance/salary/biliing and audit department as per their request.

**Travel Management**

* Getting the travel request
* Sending the details for approval.
* Booking the ticket
* Bargaining and get the right choice of the hotel for the stay of my higher officials.

**Guest House maintenance**

* Handling 2 guest house.
* Receiving the booking through mail and interacting with the customer regarding the confirmation of the rooms
* Allotting the rooms and informing to the customer.
* Monitoring the cleaning works for the next persons to accommodate.
* Sending on monthly report to the management.
* Responding for the mail on time without any communication gap

**BD and adminstration**

* Coordinating for preparing offer letters.
* Preparing cost breakup and forwarding to the client for approval.
* Comparing the agreement.
* Direct interaction with clients.
* IOC (inter office communication) report on every 25th of the month.
* Attending client query and solving on time.
* Conducting internal meeting.
* Documentation
* Internal budjet handling for clients.
* Supporting the internal and external audit.

**Achievements**

* + Handling more than 1250 live projects.
  + Created a support team.
  + Timely work completion.
  + Zero error.
  + Closing the issue on time.

**June’2005-August’2008 with Cavinkare Pvt Ltd., R&D, as a Secretary and administrator for General Manager (QC)/VP (Media)**

***Secretrial and adminstraiton-FMCG***

* Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
* Filing minutes and reports
* Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
* Keeping a record of the organisations activities
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* devising and maintaining office systems;
* booking rooms and conference facilities;
* using content management systems to maintain and update websites and internal databases
* attending meetings, taking minutes and keeping notes.
* managing and maintaining budgets, as well as invoicing.
* liaising with staff in other departments and with external contacts.
* sorting and distributing incoming post and organising and sending outgoing post.
* liaising with colleagues and external contacts to book travel and accommodation.
* Supporting my GM/VP in presentation and giving the documents related to the same.
* Organizing internal & external meeting.
* Collating the Daily Quality Report of foods and personal care.
* Designed the audit team.
* Handled the audit
* Sending the daily report of the audit to VP and the concern regional head.
* Organizing internal, external meeting
* 5S Co-ordination.
* Follow-up for the timely payment for employees and the clients.
* Posting the invoice in the **SAP**
* Co-ordination with the TPU(third party unit)

**Achievements**

* On time job completion.
* Timely report to the management.

**October 2004 to November 2005 with Tandberg Data as Marketing Coordinator for Asia Pacific**

***Marketing Coordinator***

* Events management
* Sending the brouchers to the other parts of india.
* Collation of brouchers
* Coordination with sales team
* Sending daily, weekly and monthly sales report to HO
* Coordinating with the HO team for new products
* Conducting the events throughout india (7 events conducted)
* Arranging conference meet in hotels.
* Promoting our products in the events.
* Moving with the client in a friendly manner.
* Scheduling and arranging the meeting.

***IT Skills***

**Software :** SAP

**Office Management :** MS-Office

**Academic Credentials**

* B.A. History Annamalai University
* M.B.A (H.R.M.) Annamalai University
* Medical coding

***Personal Details***

Permananet Address : No :57c/49, Swarnabiga street, Kodambakkam, chennai – 600024

Date of Birth : 05.07.1976

Nationality : Indian

Marital status : Married

Passport Number : U3165727 ; Expiry Details : 22.01.2030

Language known (Speak) : English, Hindi, Tamil,Malayalam & Telugu

Language known (Read & Write) : English & Hindi