

**K.Seeni Yasar.**

Mobi No: +971547487229

E-mail: yasarppm003@gmail.com

Education University :
Bachelors of Commerce with
(Computer Application)
Alagappa University (Tamil
Nadu-India) .

Nationality

Indian

Personal Development

- Ms Office
- Document Management
- Tally
- Procurement & Accounts
- acSys ERP
- Falcon ERP
- Outlook
- Internet

Area of Expertise

- Problem Solver
- Team Coordination
- Procurement
- Sales & Business Development
- Computer Operator

Sports & Fitness

- Football
- Cricket
- Vally Ball
- Yoga
- Swimming

Father Name :

Kaja Kamal

Languages :

Tamil, English, Malayalam , Hindi

Key Experience and Background:

Dedicated **Document controller , Admin Assistant , Procurement Coordinator & Assistant Accountant** with 5 year of experience with system support , organization abilities , computer knowledge , Administration and project support in building materials & infrastructure industry.

Professional History:

2020 - date: M/s. ETHPE Contracting L.L.C,
Dubai, U.A.E
Document Controller.

2019 – 2019: ANT General Trading L.L.C, U.A.E
Dubai, U.A.E
Procurement Coordinator.

2015 – 2018: Fine Buildmart Building material Trading LLC
Umm AL Quwain & Dubai, U.A.E
Assistant Accountant.

Job Responsibilities - Document Controller :

- Scanning in all relevant new documents.
- Preparation of daily report by coordinating with construction team.
- Receiving & Submitting all Document Transmittals.
- As-Built Drawing & Shop Drawing submission and keep regular update for the registers/Logs.
- Continuous monitoring and updating the internal and external NCR's.
- Maintaining sub contractor documents and follow up the approvals.
- Maintaining files (Hard & soft copies).
- Compiling the material submittal documents for approval as per project requirement.
- Control of incoming and outgoing project document and its distribution.
- Preparation of contract status report and summary progress.
- Preparing site inspection request and material inspection request as per site engineer/ QA-QC engineer requirement.

Date of Birth :

10 March 1993

Marital Status :

Married

Religion :

Muslim

Address :

2/440, North Street,
Periyapattinam (Post Code –
623523) Ramanathapuram ,
Tamilnadu, India

Passport Number :

L9135044 issued in Madurai
(Tamilnadu)

Visa Status :

Employment Visa
(Expire – 23/Aug/2022)

Attributes / Abilities :

- A team Player
- Continuous learner & Proactive
- Self - Motived.

Job Responsibilities - Procurement Coordinator :

- Followed-up on delivery schedules, payment delays, and invoice queries.
- Coordinated with suppliers to ensure that goods are delivered on-time.
- Negotiated price and terms with suppliers.
- Reviewed and approved purchase orders before ordering goods.
- Contact suppliers to resolve missed deliveries, short shipments and pricing discrepancies.
- Inspected goods for any defects and missing parts.
- Performed purchase operations within the assigned budget.
- Making Quotation & Purchase order follow the market price.
- Assist the Buyer on special projects focused on cost reduction initiatives and process improvement.

Job Responsibilities - Assistant Accountant :

- Cheque and Cash Payment.
- Cheque and Cash Receipts.
- Bank Reconciliation.
- Maintaining Petty Cash.
- Maintaining Day to Day transaction and internal & external auditing.
- Preparation of profit & loss Accounts for the company.
- Preparing Invoice, Delivery Note & Purchase Oder.
- Preparing invoice, Delivery Note & purchase Return entry's.
- Voucher Verification and preparation of All Transaction.
- Maintaining Payroll.
- Follow up for Customer & Supplier.
- Budget Preparation.
- Attending day to day bank works.

Declaration :

I hereby declare that all above information furnished is true and fair to best of my Knowledge and belief .

Yours Truly
(K.seeni yasar)