

SUJATHA.V

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OBJECTIVE

To be established as a technical professional with a progressive organization. I seek to acquire new skills and expertise, attain in-depth knowledge of my field.

SKILL SUMMARY

Operation Executive, & Front Office – (Got Promotion -2019 to 2023)

Commercial Assistant & Front Office - (From-2013 to 2018)

Operating System: MS-Windows 2007 / 2010..

Organizational Experience

Samay Projects Services Pvt Ltd. –EPC Contract Engineering Company (Mogapair)

From April-2013 till March-2023

Responsibility:

1.Operation Department: as **Operation Executive**

- ❖ Erection Invoice Making, by getting the protocol from the site engineers with proper acknowledgement
- ❖ Getting Quotation from sub Contractor, Comparison will be raised.
- ❖ Work Order will be raised after Negotiation with the Sub Contractor Rates.
- ❖ Mailing Erection Targets to site engineers and motivate them to achieve the Target.
- ❖ Contractor Bill Certification- Comparing with site engineers protocol and client invoices, bill will be certified.
- ❖ Monthly Presentation (Power Point) . for erection Billing raised each month as well as for the target achieved.
- ❖ Maintaining daily attendance & salary details of site engineers & working Labours at site.
- ❖ Coordinating with the site engineers to get the measurement for raising the invoice.

2.Purchase Department as **Commercial Assistant**

- ❖ Tracking the material booked by the supplier through transport, and make the material reach the site for erection purpose.
- ❖ Getting the dc from the site engineer for the material unloaded in site, with proper acknowledgement from the client for raising the supply invoices.
- ❖ Making the supply invoices by getting the tax invoice, LR copy and test certificate from the supplier

- ❖ Mailing the soft copy of the supply invoice to the client, and also hard copy will be send by courier.
- ❖ Supplier Bill Settlement. Will be raised by checking the purchase order with the tax invoice, and comparing the dc and client invoice against that bill and bill settlement note will be prepared.

3 .Front office works

Mailing Collection Target, and motivate the collection responsibility to achieve their targets.

Customer Payment Collection

Attending Incoming and outgoing Calls,

Couriers and Register Maintaning

ZENITH ROLLERS PVT LTD., Chennai

- ❖ MNC 2 years of Experience as Receptionist
- ❖ Role Responsibility :
- ❖ Order Collection,
- ❖ Order Entry,
- ❖ Invoice Making,
- ❖ Payment Collection,
- ❖ Preparing Quotation & Billing

EDUCATION

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- 2003–2006 Hindu College,, CHENNAI.
 - B.A English Literature
