

RESUME

NAME AMREEN BEGUM

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PERSONAL INFO

Date of Birth	03 rd September 1989
Gender	Female
Marital Status	Married
Nationality	Indian

EDUCATION **QUALIFICATION** 2nd PUC

COMPUTER KNOWLEDGE Basic in Computer Application (6 Months)
Tally Version (7.2)

LANGUAGES	Language	Ability
	URDU	Speak
	ENGLISH	Read, Write & Speak
	Kannada	Read, Write & Speak
	Hindi	Read, Write & Speak

CAREER HISTORY

Company	Designation	Duration
Dowac Systems & Projects India Pvt,Ltd	Receptionist cum computer operator	Aug 2008 to November 2008
-	Purchase Assistant	December 2008 – April 2009
-	Admin Assistant	May 2009 – May 2010
Scalene Greenergy Corporation Ltd	Administrator & HR	16 May 2010 – June 2012
Dexter Water Tech	Administrator & HR	June 2012 -December 2012
Green Engine Energy India Pvt Ltd	Administrator	December 2012 – May 2013
Mysore Mercantile Co. Ltd	Manager Shipping	May 2013- September 2013
Mysore Mercantile Co. Ltd	Manager Shipping & AGM (Mktg. & Sales Co- ordination)	September 2013 – June 2015 October 2017-TILL DATE

EXPERIENCE- AUGUST 2008- MAY 2010**DOWAC SYSTEMS & PROJECTS INDIA PVT LTD**

RESPONSIBILITY:

- Monitoring / corresponding with the clients.
- Fixing appointments with the Directors.
- Attending and making of phone calls and transferring them to the concerned department.
- Handling stationery requirements of the staff.
- Attending visitors and handling their queries.
- Handling bills of various kinds and then sending it to accounts department for the processing of the payment after approval from HR.
- Booking flight tickets, rail tickets for the staff and their guests.
- Administering & handling day to day complaints of the office.
- Handling printing of Visiting cards, letter heads & envelopes
- Maintaining stationary bills and ordering inventory for housekeeping.
- Preparation of offers & DC (Delivery Challan's)
- Preparation of BOQ (Bill of Quantities) and P.O (Purchase Order)
- Preparation of GRN (Goods Receipt Note)

EXPERIENCE - MAY 2010- JUNE 2012**Presently working - SCALENE GREENERGY CORPORATION LIMITED**

Position: Administrator & HR

Responsibility:

- Assistance to M.D & CEO in his day to day activities
- Manage the meeting calendars and coordinate with all participants for conducting meeting as per the schedule
- Interacting / correspondence with the mails and websites.
- Monitoring / corresponding with the clients.
- Fixing appointments with the Directors.
- Taking interviews and updating their required database.
- Maintaining all employee's records.
- Maintaining all employees attendance log sheet on monthly basis.
- Issuing Appointment letters to the employee's once they are confirmed.
- Preparing salary to the employee's & Directors.
- Preparing the NDA (Non Disclosure Agreement) to the employee.
- Preparation of documentation work & updating the documents & records of ISO 9001:2008 & ISO 1400 : 2004.
- Coordinating with the marketing team, project partners & associates.
- Preparation of offers as per the client requirement.
- Conducting meetings with marketing team & updating the marketing reports on Weekly basis.
- Preparation of BOQ (Bill of Quantities) and P.O (Purchase Order)
- Communicating with the vendors and placing the order as per the project planning.
- Maintaining the client & project files once upon the order is confirmed.
- Maintaining vendors and purchase order files.
- Maintaining GRN file (Goods Receipt Note)
- Booking flight tickets, rail tickets for the staff and their guests.

EXPERIENCE- JUNE 2012- DECEMBER 2012

Dexter Water Tech

Position: Administrator & HR

RESPONSIBILITY: Monitoring / corresponding with the clients.
Fixing appointments with the Directors.
Attending and making of phone calls and transferring them to the concerned department.
Handling stationery requirements of the staff.
Attending visitors and handling their queries.
Handling bills of various kinds and then sending it to accounts department for the processing of the payment after approval from HR.
Booking flight tickets, rail tickets for the staff and their guests.
Administering & handling day to day complaints of the office.
Handling printing of Visiting cards, letter heads & envelopes
Maintaining stationary bills and ordering inventory for housekeeping.
Preparation of offers & DC (Delivery Challan's)
Preparation of BOQ (Bill of Quantities) and P.O (Purchase Order)
Preparation of GRN (Goods Receipt Note)
Coordinating with the marketing team, project partners & associates.
Preparation of offers as per the client requirement.
Maintaining all employee's records.
Maintaining all employees attendance log sheet on monthly basis.
Issuing Appointment letters to the employee's once they are confirmed.
Preparing salary to the employee's & Directors.

EXPERIENCE- DECEMBER 2012 – May 2013

GREEN ENGINE ENERGY INDIA PVT LTD

Position: Administrator

RESPONSIBILITY: Monitoring / corresponding with the clients.
Fixing appointments with the Directors.
Attending and making of phone calls and transferring them to the concerned department.
Handling stationery requirements of the staff.
Attending visitors and handling their queries.
Handling bills of various kinds and then sending it to accounts department for the processing of the payment after approval from HR.
Booking flight tickets, rail tickets for the staff and their guests.
Administering & handling day to day complaints of the office.
Handling printing of Visiting cards, letter heads & envelopes
Maintaining stationary bills and ordering inventory for housekeeping.
Preparation of offers & DC (Delivery Challan's)
Coordinating with the marketing team, project partners & associates.
Preparation of offers as per the client requirement.

EXPERIENCE- MAY 2013 JUNE- 2015, OCTOBER 2017 TILL DATE
MYSORE MERCANTILE CO. LTD

Position: Manager Shipping & AGM (Mktg. & Sales Co- ordination)

RESPONSIBILITY: Monitoring / corresponding with the clients.

Collecting quotation from suppliers & cha for different products and preparing the costing chart
Sending the trade incoterms to the buyers
Negotiating & finalizing the price with the buyer and issue the contract as per standard terms & conditions.
Preparing planning chart for the contracts
Raising proforma invoice as per contract & sending to cha & fumigation agency
Asking freight & other details from different freight forwarders/ liner as per contract schedule
Negotiating with the freight forwarders & liner and finalizing the freight & other details and booking the freight as per standard terms & conditions
After receiving container release order/plot letter preparing freight order accordingly
Send container release order/plot letter to cha along with stuffing instruction.
Follow up for shipping bill checklist from cha, check, correct and approve.
Providing stuffing planning to CHA, Surveyor & Fumigation Agency
Preparing draft documents and sending the buyer for their approval along with tentative shipment schedule.
Collecting weighment slips along with containers no's, seal no's from CHA and preparing the revised invoice & sending the same to cha & fumigation agency.
Taking draft documents approval from buyer.
Preparing B/L draft and send to freight forwarder and follow up for liner B/L, check , correct and approve for issuing final bill of lading
Follow up for Phytosanitary certificate & fumigation certificate from Fumigation Agency.
Sending liner B/L to surveyor to issue draft certificate, check, correct and approve for issuing final surveyor certificate
Preparing certificate of origin and legalized the same from chamber of commerce.
After getting original bill of lading, Phytosanitary certificate, Fumigation certificates, Surveyor certificate, Check freight forwarder/liners freight invoice ,CHA invoice, Surveyor invoice & fumigation agency invoice and process for the payment.
Sending original documents scan copy to buyer through email
Preparing final invoice, packing list, bill of exchange along with bank covering letter and submit the original documents as per contract terms (i.e by bank/courier).
Sending DHL Airway Bill No to buyer for tracking the documents status
Follow up for the payment from the buyers.

EMPLOYEE SELF DESCRIPTION

Ability to achieve assigned targets, take leadership, independent decisions and do effective follow ups till completion of job.
Effective communication skills and strong in maintaining interpersonal relations.
Ability to deal with people diplomatically.
Good at creating a friendly environment at place of work.
Optimistic ambitious and sincere.

EMPLOYEE WORK STYLE

To excel in career as an individual and self motivated to lead any team assigned to achieve the target in stipulated time and in return to contribute my best to the company I work for.

To work in professionally and functionally challenging Environment, where I can contribute to the best of my skills, knowledge, and work hard for the growth of the organization.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place : BANGALORE

(AMREEN BEGUM)

Shilpashree

Company Recruiter at PRESTIGE ESTATES PROJECTS LIMITED

[Hide Contact Details](#)

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