

U. SUMATHI

Mobile : 9789620121 / 8124201124

Email Id: sumidurgaumapathy@gmail.com

Objective:

- Apart from a Passion to lead a successful, contended professional life, I would like to venture on challenges and opportunities for an excellent, professional and personal growth.

Highlights:

- Have excellent command over language in English & Tamil with a neutral accent
- Have good working knowledge in Internet and MS Office tools
- Have good ability to handle pressure in working environment
- Good team player
- Have excellent analytical set of mind
- Have good learning attitude, self-discipline & motivation
- Fully discreet and confidential in all office matters.
- Experienced multitasked who can prioritize daily workloads.

Experience Summary:

- Working as a personal assistant for directors & Admin at Spartan Pro Gear @ Uthandi From June 1st 2016 to Aug 7th 2020.
- Worked as a Customer Relation Executive & Report Analyzer in Efficsys InfoTech India Pvt Ltd- (www.ticketgoose.com) from March 2012 to November 2015.
- Worked as Data Entry Operator in CAMS
- I am currently working as a **Customer co-ordinator** in the field of Logistics @ **Hapag Lloyd global services Pvt limited**, From 3rd Sept 2020.

KEY RESPONSIBILITY

- Coordinating with different stake holders, Clients, Operations team & Accounts team through Email/Web portal/phone.
- Database management.
- Assisting manager for resource planning and scheduling activities for verification related task based on first-in-first-out (FIFO).
- Responsible for follow-ups & obtaining updates from operational team, updating clients on status of the order & resolving client queries (as and when asked and as per SLA)
- Handling escalations from clients.
- Understanding of client requirement and prioritize job accordingly.
- Meeting client requirements timely and effectively thereby winning their goodwill

- Efficient in client relationship and having a sales orientation.
- Preparing reports for a wide variety of company departments, such as accounting and human resources, using the entire Microsoft suite of software.
- Managing office operations and delegate tasks to administrative assistants.
- Organizing group meetings and Training section at the headquarters location.
- Assemble travel arrangements for executives and update them based on schedules.
- Organizing on-site meeting arrangements and schedules.
- Managing of office equipment properly
- Managing Clerical and administrative Staff Organizing and Coordinating meetings
- Organizing Fire Extinguisher Safety Precaution alert to all Employees. (Got certified in safety measures)
- Taking care of Pest Control arrangements to all showrooms. Maintaining Asset file for all Electronic Gadget.
- Ordering and Maintaining stationary Report, Ordering provisional stock of office and warehouse.

Education:

Sl. No	Degree	Year of Passing	Board / University	College / School
1	BBA Computer Application	2013	Tamil Nadu Open University	Malar Institute
2	H.S.C	2007	State board	St. Raphael's girls Higher Secondary School, Chennai- 600004
3	S.S.C	2005	State board	Rani Meyyammai High School, Chennai- 600020

Personal Details:

Father Name : V. Umapathy (Late)
Mother Name : U. Salisa
Marital Status : Married
Spouse Name : R. Magesh Kumar
Date of Birth : 09-11-1989
Languages Known : Tamil & English
Address : No 12/258, Dr Rajendra Prasad st,
Medavakkam, Chennai-600100.

Declaration

I hereby declare that the details furnished above are true to the best of my knowledge.

Date:

Place:

U. SUMATHI

