



Ganga Manikantan
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Mobile: +971586156579

Objective

To be part of a growing and reputed progressive organization, which provides ample opportunities for me to utilize my knowledge and skills in accordance with the latest trends and thereby, contributing to the success of the organization and thus leads to my professional and personal growth.

PROFESSIONAL EXPERIENCE

Worked as Admin cum customer coordinator in Ultra shield Technical Services L.L.C Dubai, since July 2020 to 2022.

- Last Employer: Ultra Shield Technical Services L.L.C
- Designation: Admin cum Customer Coordinator

DUTIES AND RESPONSIBILITIES

- Daily and monthly maintenance and rectification works planning, team coordination for assigned site and scheduling.
- Preparing Quotations and LPO.
- Lead daily and weekly scheduling review work completed previous day/week, work being done , finalize and plan next work day/week
- Assign ppm, rectification jobs to concern engineers and closure of same in system after thorough verification with work order and relevant documents and submission to accounts department to do invoicing.
- Registering client's enquiry in system via phone calls and closure of same with surveyed details to estimation department.
- Attending various calls from customer for callouts , new enquiries , surveys ,supply of materials etc.
- Responsible for Sending method statements, risk assessments ,technical reports, Fire alarm testing notice , dubai civil defence inspection notice as per clients requirements.
- Registering service request and closure of same in system.

- Sound familiarity with MS Office applications.

CORE COMPETENCIES

- Ability to deal with people diplomatically and good communication skills.
- Fast learning, dedication, committed and able to work under pressure
- Interacting and Networking with People
- Ability to work in team as well as individually.
- Ability to understand and problem solving
- Flexibility and adaptability to work in any environment
- My strengths are my cheerful nature, sincerity, and diligence towards work.

ACADEMIC QUALIFICATION

- **B Tech - Computer Science Engineering** From Sree Budha College of Engineering Pattor Kerala. Under Kerala University, India
- Higher Secondary - Science Bio Maths (Board of Education - KERALA)

PERSONAL

Name	:	Ganga Manikantan
DOB	:	16-06 -1992
Sex	:	Female.
Martial Status	:	Married
Visa Status	:	Family Visa (Resident Visa)
Nationality	:	Indian
Contact No.	:	+971586156579 +971528782465 ,
Languages Known	:	English, Malayalam

Passport Details

Passport No.	:	R1119697
Place of Issue	:	Trivandrum
Date of Issue	:	22/05/2017
Date of Expiry	:	21/05/2027

DECLARATION

I solemnly declare that the above mentioned things are true to the best of my knowledge and belief.

Ganga Manikantan