



Sourabh Cariappa

Sales Assistant/Commercial Co-ordinator/

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Abu Dhabi, United Arab Emirates

03 April 1990

To succeed in an environment of growth & excellence that help me achieve organizational goals. Achieve high carrier growth through a continuous learning process and keep me dynamic, visionary & Committed to deliver high-quality results with little supervision.

WORK EXPERIENCE

Sales Assistant/Commercial Co-ordinator/In charge Euro Mechanical & Electrical Contracting Company LLC

12/2017 – Present

Abu Dhabi, UAE

Bolting & Machining Division

Responsibilities

- Prepare & Issue Quotations/Proposals, Purchase / Hire orders to Principals & Suppliers, including issuing order amendments.
- Responsible for preparing commercial invoices, submitting for approval with finance for review & approval.
- All relevant supporting documents of the invoices are sent to clients.
- Uploading & passing supplier invoices for payable to accounts.
- Review all client orders and keep track of the same for value exhaustion & keep the operations team updated.
- Arrange logistics by liaising with suppliers & Freight forwarders & expedite purchases by following up with the suppliers.
- Ensure goods-In process is completed by the warehouse keeper.
- Liaise with the Operations Coordinator for the timesheets & file them under relevant jobs.

Human Resource Profesional IBM India Private Limited

08/2015 – 11/2016

Bangalore, India

Team Separations

Responsibilities

- Worked for IBM India, Egypt, Morocco and Turkey Off boarding.
- Dealing with employee FFS, Notice period & Experience letters. To ensure all BAU activities are completed as per the SLA.
- Requests from Ex/Current employees are tracked & chased to final closure.
- Execute all transactions with increased focus on SLA/SLO for 24 hours.
- Interlock with different departments to ensure financial and critical issues are resolved to closure.
- To ensure all BAU activities are completed as per the Service Legal Agreement (SLA) To be constituting in meeting SLA's on time.

Customer Support Associate Accenture India Private Limited

06/2014 – 02/2015

Bangalore, India

British Telecom Pensions

Responsibilities

- To provide HR related assistance to the Employees of British Telecom (UK). Assisting Ex/current employees with pension related queries.
- To provide benefits based on their entitlements under the rules of the pension scheme and/or clients' leaving procedures.
- Maintain systems to ensure accuracy of information and the corresponding correct benefit entitlements.
- To provide and assist with "On Job Training" to the team as required. Specific additional roles depending upon the team.

SKILLS

Microsoft Office Proficiency (Excel, Word, Outlook, PowerPoint)

Interpersonal Relations

Commercial Support

Supply Chain Management

Quick Learner

Self Confident and optimistic

SAP

Human Resource Off boarding

EDUCATION

Bachelor of Arts in Economics, History & Sociology (2010 – 2013)

SBRR Mahajanana college, Mysore University

LANGUAGES

English



Hindi



Kannada



Malayalam



Tamil



Bengali



INTERESTS

Football

Gym

Movies

Automobile

Interest