



## CURRICULUM VITAE

**SATHEESH KUMAR.T**  
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### **CAREER OBJECTIVE**

To work in a dynamic position in the field of Office Administration, Accounts and Supply chain Coordinator in a reputed organization that should allow personal and career development through the application of my good Analytical, communication and interpersonal skills.

### **KEY SKILLS**

Identifying opportunities for administrative improvement, excellent telephone manner, able to efficiently work under pressure, inputting data accurately, efficiently and never give up attitude and sociable.

### **PROFESSIONAL EXPERIENCE – OVERALL 17 YEARS**

#### ❖ **AISWARYA TEXTILES , OMALLOOR P.O, PATHANAMTHITTA - KERALA**

DESIGNATION : SALES CUM PURCHASE COORDINATOR

DURATION : FROM 3<sup>rd</sup> APRIL-2019 TO 31<sup>st</sup> March 2025

#### ❖ **PRESTO INFOSOLUTIONS PVT LTD-KOCHI**

DESIGNATION : LOGISTIC COORDINATOR

DURATION : FROM 16<sup>th</sup> NOVEMBER-2015 TO 15<sup>th</sup> MARCH-2019

#### DUTIES AND RESPONSIBILITY

- ❖ Co-ordinate with transporter to maintain the status of shipment.
- ❖ Co-ordinate with Vendor to maintain knowledge of all product and delivery schedule.
- ❖ Monitor all inventory level and determine appropriate delivery dates.
- ❖ Monitor all supplier performance and ensure timely delivery of all products.
- ❖ Manage all communication with all vendors and track all orders and resolves any issues on same.
- ❖ Preparing E Waybills and Delivery Chelan and Invoices

#### ❖ **ALI SALEH SAED AL-SHAHRI EST. DAMMAM, K.S.A**

DESIGNATION : ADMIN CLERK CUM SALES & PURCHASE CO-ORDINATOR

DURATION : DECEMBER-2013 TO FEBRUARY-2015

### **DUTIES AND RESPONSIBILITY**

- ❖ Preparing daily & monthly Purchase, Sales reports.
- ❖ Co-ordinate support sales professional in creating sales strategies.
- ❖ Assist and support sales personnel in expanding customer base.
- ❖ Co-ordinate with office staff in day to day activities.
- ❖ Maintain office files and organize.
- ❖ Prepare statements, reports and worksheets and file into database.
- ❖ Perform administrative duties and entrusted.
- ❖ Generate and evaluate all Purchase Orders

### ❖ **AL AMAAR BLOCK MANUFACTURING COMPAN Y. L.L.C-DUBAI, U A E**

DESIGNATION : ADMIN CLERK CUM ACCOUNTS ASST. & SALES CO-ORDINATOR

DURATION : AUGUST- 2011 TO OCTOBER 2013

### **DUTIES AND RESPONSIBILITY**

- ❖ Ensure customer satisfaction by managing and monitoring the sales order process from data collection through order acceptance to delivery in a timely and professional manner.
- ❖ Preparing Daily & Monthly Sales Report.
- ❖ Handle customer queries by phone, fax, email and in person.
- ❖ Provide clients with all necessary information on products.
- ❖ Coordinating with Sales team in productivity of calls and sales generated Reports.
- ❖ Planning the production of goods & Coordinating with Production Dept.
- ❖ Preparation of monthly credit invoices and monitoring its distribution
- ❖ Set invoices up for payment
- ❖ Resolve invoice discrepancies
- ❖ Produce monthly reports & assist in month end closing
- ❖ Follow up with clients, payment receivables, payables, Liaison with Suppliers.
- ❖ Comparison / evaluation of quotations
- ❖ Preparation of monthly Sales report to review the senior management

### ❖ **BRIDGE WATER ELECTRO-MECH. CO. L.L.C, SHARJAH, U.A.E**

DESIGNATION : ACCOUNTS ASSISTANT CUM ADMINISTRATION

DURATION : DECEMBER- 2007 TO JANUARY-2011

### **DUTIES AND RESPONSIBILITY**

- ❖ Office administration, MIS reports, maintaining of cash book, making salary slips for employees.
- ❖ Mobilization, coordinate with manager on day to day work functioning, take care of the confidential files, matters and documents for senior management, stationery stock management.

### ❖ **FRANCIS ABRAHAM & CO, KOTTAYAM- KERALA**

DESIGNATION : ACCOUNTS ASSISTANT

DURATION : FEBRUARY 2005 – FEBRUARY 2006

**EDUCATIONAL QUALIFICATION****MBA-Finance Management from Bharathiar University****B.ComCo-operation - Kerala University****Certified Logistics & Supply Chain Professional- American Institute of Business and Management**

<u>Course</u>	<u>School/College</u>	<u>Board</u>
Pre-Degree-Commerce	N S S College Pandalam, Kerala.	Kerala university
10 <sup>th</sup>	C B M High School Nooranad, Kerala.	SSLC

**SOFTWARE SKILLS**

- **Operating Environments** : Dos, Windows 98/2000/XP/Windows 10.
- **Packages** : Advanced Diploma in Computer Application, Tally 9, Ms-Office
- **Other Knowledge's** : Internet related packages.

**PERSONAL DETAILS**

Date of birth : 14-03-1983.  
Age : 42 Years.  
Sex : Male.  
Marital Status : Single.  
Religion : Hindu.  
Nationality : Indian.  
Languages Known : English, Hindi, Malayalam and Tamil  
Fathers Name : Thankappan Pillai  
Permanent Address : Pavithram,  
Mudiyoorkonam P.O, Pandalam,  
Pathanamthitta (Dst),  
Kerala. Pin - 689501  
Passport Details : Passport No- T 9914149  
Date of Issue-04.11.2019  
Date of Expiry-03.11.2029  
Place of Issue-Trivandrum  
Driving License : LMV-India, LMV-Saudi Arabia  
Contact Number : Mobile: 00971555989968, 00919656194546  
References : Will be readily provided on request

**PERSONAL STRENGTH**

To understand, learn and work aggressively as per the situation with same enthusiasm and zeal.

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

**Date:****SatheeshKumar.T**