

Resume for consideration/MBA post graduate with Qatar Driving License

Snap Shot:

Experience: 6 Years and 8 months (3 Years Qatar)
Sound Knowledge of SAP Management System
Qatar Driving License: Yes

Dear Sir,

Greetings...

Indian Male, organized, flexible individual with personable attitude with MBA and also have valid Qatar License.

Looking for opportunity as Document controller/ SAP ERP/ Admin Assistant/ Coordinator/ Sales Coordinator

- In Doha, Qatar working as Admin assistant/ Document controller at VIJAY ARABIA FIRE AND SECURITY SYTEMS WLL. I have been coordinating with a team of 39 personals, assigning tasks, Routing correspondence, For-casting the schedule of work for next 2 months, Preparing Tender documents and submission, Scheduling meetings, Preparing the minutes of the meetings and submit the same for approval of the management. Generating reports /delivery notes from the SAP system. Also I am preparing the Invoices for the clients and distribution to concerned sales person after approval from the management for submission.

- In New Delhi, India where I worked for KNS PARTNERS INTELLECTUAL PROPERTY ATTORNEYS, for 3 year 5 months I was Secretary to Partner, where my responsibility was to handle critical outgoing and incoming communications from the Indian and Foreign Patent office's and informing the same to client. Maintaining daily due dates of hearing/new filing/ response /opposition. Preparation of necessary documents and forms for submission at the Indian Patent Office (Indian applications/ oppositions), Assisting Partner, Generating invoices for the cases filed in Microsoft Navision and forwarding to client.

- During my tenure at IBM India Pvt Ltd. For 2 years and 6 months, my responsibility was to handle critical Information related to Credit cards for Canadian customers and reversal of funds.

This has provided me with valuable knowledge that I would bring to this position.

Please take a moment to review my attached resume .

I believe I have the qualifications you need and I look forward to hearing from you soon.

Sincerely,

AJITH NAIR SOMAN

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Qatar Driving License: Yes

Career Objective

Seeking the position of Document controller/ Admin Assistant/ Coordinator that offers professional growth while being resourceful, innovative and flexible for the benefit of the company I serve.

Career Summary

- ↳ Possess effective planning and organizational skills.
- ↳ Ability to successfully manage multiple priorities and assignments.
- ↳ Possess effective presentation, oral and written communication skills.
- ↳ Ability to work in team environment bringing enthusiasm and energy into work and group efforts.
- ↳ Possess efficient technical knowledge.
- ↳ Ability to work with, manage and liaison with a wide range of people.
- ↳ Scheduling the work equally

SCHOLASTICS

S.No	Year of Passing	Certificate	University
1	2010	MBA	Annamalai University , Chennai
2	2008	B.Com	Delhi University, New Delhi
3	2003	XII	NCERT, Kerala
4	2001	X	NCERT, Kerala

WORK EXPOSURE

1) Organization: VIJAY ARABIA FIRE & SECURITY SYSTEMS WLL , Doha

Designation: Document Controller

Period: August 2016 till August 2019

Location : Doha

Key Responsibilities:

- ✍ Handling office tasks such as filing, generating reports and presentation
- ✍ Acting as a first point of communication ,Maintain polite and professional communication via phone,e-mail.
- ✍ Handling team of 39 personals
- ✍ Co-ordination with client for understanding the needs, setting up meetings
- ✍ Prioritize and assign maintenance team for the works.
- ✍ Updating/preparing schedule for maintenance activities for the year AMC
- ✍ Scheduling vehicle as per site timing/ coordination
- ✍ Preparing Order copies and MIS
- ✍ Keeping track / record on the maintenance activities done
- ✍ Preparing Tender documents/ attending
- ✍ Generating Reports in SAP system as needed by the management

2) Organization: KNS PARTNERS INTELLECTUAL PROPERTY ATTORNEYS

Designation: Secretary to partner [Patent Department]

Period: November 2012- April 2016

Location : National Capital Regional, India

Key Responsibilities:

- ✍ Assisting Partner.
- ✍ Acting as a first point of communication .
- ✍ Preparation of invoice for the work done and forwarding the same to client for payment.
- ✍ Maintaining daily due dates of hearing/new filing/ response/opposition.
- ✍ Preparation of necessary documents and forms for submission at the Indian Patent Office (Indian applications/ oppositions).
- ✍ Handling critical outgoing and incoming communications from the Indian and Foreign Patent office's and informing the same to client.
- ✍ Interaction with Foreign associates via e-mail and tel econ.
- ✍ Filing New Indian National Phase of PCT applications/ Foreign patent applications/ conventional applications.
- ✍ Administrative and accounting management.
- ✍ Managing client database and updating due dates to effective informing client and foreign associate and recording their needs vice-verse.

3) Organization: IBM India Pvt Ltd.

Designation: Practitioner / Technical agent CRM operations [Canada]

Period: Jan 2010 -2012 July

Location : National Capital Regional, India

Key Responsibilities:

- ↳ Processing refund for QuickBooks Canada- via payback/ credit card/ cheque
- ↳ Technical support for Canadian small business software –Quick books
- ↳ Helping Canadian small business groups and individuals/Proadvisors to E-file their tax Returns to the Canadian Government
- ↳ Helping customers to register and activate the software.
- ↳ Reconciliation (on line as well as offline)
- ↳ Help in maintain, creating, modifying Payroll data.

Technical Qualification:

- ↳ Sound knowledge of SAP management system
- ↳ MS-Office; Microsoft Windows

PERSONAL DETAILS

Nationality	:	Indian
Marital status	:	Married
Date of birth	:	18-Sept-1984.
Sex	:	Male
Linguistic Status	:	English, Hindi, Malayalam, Tamil
Driving License	:	Yes
Contact	:	+974-77586851
Email	:	ajithssreelakam@gmail.com

Dated: 09-2019

Place: Doha

Ajith Nair.S