



Curriculum Vitae

Ms. SAUMYA SURESH

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OBJECTIVE

To obtain a challenging position that will provide an opportunity for career and professional development

CAREER SUMMARY

- Experienced Office Administrator handling Secretarial, HR Activities & Document Management. Versatile office management skills.
- Strong planner and problem solver who readily adapts to change.
- Works independently and exceeds expectations.
- Proven ability to handle multiple competing priorities and meet tight deadlines without compromising quality.
- Handled recruitment, induction & orientation training development.
- Excellent communication & Interpersonal Skills.
- Excellent Team player, Adaptable, Possessing Excellent Time-management skills.
- Detail Oriented
- Motivated and a self-starter.

EDUCATIONAL QUALIFICATIONS

Post-Graduation: Master of Science (MSc) in Microbiology (2006- 08)
Hindustan College of Arts & Science,
Bharathiyar University, Coimbatore

Graduation: Bachelor of Science (BSc.) in Microbiology (2003-06)
Noorul Islam College of Arts & Science,
Manonmaniam Sundernar University, Thuckalay

Higher Secondary: Higher Secondary Course (2003)
St. Mary's Higher Secondary School,
Pattom

Secondary: Central Board of Secondary Education, (2001)
United Indian School, Kuwait

TECHNICAL EXPERTISE

- Adept in Information Technology
- Proficient in Microsoft Office: Word, Excel and PowerPoint
- Completed the International Computer Driving License [ICDL] Course from G-TEC Institution, Trivandrum India in May 2009.

LANGUAGES PROFICIENCY

LANGUAGE	READ	WRITE	SPEAK
English	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent
Malayalam	Excellent	Excellent	Excellent
Arabic	Average	Average	-
Tamil	-	-	Average

WORK IDEOLOGY

- Ethical, knowing and being able to perform conscientiously and morally.
- Committed to developing a bright career in administration.
- Capable of working alone or in a team environment.
- Able to think at high level of abstraction and fundamentally good at logical deduction with strong interpersonal, analytical, and teamwork skills.
- Able to think out-of-the-box.

WORK EXPERIENCE

❖ **Cyprus Cybarco Tabet J.V.W.L.L** February 2017 to date.
(Document Controller cum Secretary)

- Collect, scan and upload documents following set procedures
- Ensure all technical documents, such as reports, drawings and blueprints, are collected and registered in system
- Notify personnel of updated document versions and how to access them
- Print and distribute documents as necessary
- Work with documents and records across various departments, including human resources, marketing and construction

- Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents
- Excellent command over written and verbal English
- Ability to interact and coordinate with internal and external business partners
- Strong interpersonal, analytical, and teamwork skills
- Store and maintain company documents in both electronic and physical forms
- Scan, image, index, and organize documents project wise
- Archive, control, and retrieve records as and when needed
- Keep records of project details, meeting minutes, technical specifications, drawings, etc.
- Classify, sort, and categorize documents in alpha-numerical order
- Control issuance of documents and seek proper approval for the same from senior authorities
- Review completeness, accuracy, and authenticity of documents
- Perform quality check on documents by following document control processes
- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings, conferences, travel arrangements, maintain schedules and calendars
- Arrange and confirm appointments
- Organize internal and external events
- Handle incoming emails, mail and other material
- Set up work procedures, collate information and maintain databases and document management systems
- Communicate verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts
- Operates office equipment and manage office supplies

❖ **IT Workz**, Trivandrum Kerala, India 10th February 2016 till January 2017.
Project Coordinator

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time and within scope
- Track and analyze projects' performance, expenditures, procurement and report about any possible or current blockers, risks, overflows, deficits
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Collect management requirements and transform it into projects pipeline
- Work with resource management on resource planning, availability and allocation according to projects pipeline
- Based on provided scope and requirements translate them into tasks, schedule and assign tasks
- Work with team on project work to keep project going according to schedule
- Communicate to the management changes to the project scope, project schedule, and project costs
- Track and analyze project performance, cost performance, schedule and report to the management on the changes project scope, project schedule, and project costs, being able to suggest the improvements to all the above.
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation
- Participate in team's performance reviews
- Perform quality assurance
- Close project and documentation, pass project deliverable to operations.

❖ **DANUBE BUILDING MATERIALS CO. WLL**, BAHRAIN November 2010 Dec 2012
Admin/HR Assistant

- Analyzing the requirement of organization.
- Analyze the quality people and contact them through phone, Email.
- Recruit the people and perform various recruitment steps.
- Maintain the existing employees and take the feedback from them.

- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments.
- Present suggestions to the seniors of employees and implement their order
- Train the new employees.
- Organizing employee engagement programs, employee safety, welfare, wellness and health programs
- Preparing the Offer letters & Appointment letters for the selected candidates.
- Maintaining the personal files of the employees.
- Maintaining the attendance of the employees.
- Assisting **the HR manager** with other HR activities.

❖ Worked as a Microbiologist with **KARTHIKA INSTITUTE OF MEDICAL TECHNOLOGY**, Valiyakada, Chirayinkeezhu Trivandrum from August 2008- May 2009.

❖ Worked as a Microbiologist trainee in **KERALA INSTITUTE OF MEDICAL SCIENCES**, Anayara, Trivandrum [from May 2008- August 2008].

PERSONAL INFORMATION

Name	:	SAUMYA SURESH
Marital Status	:	Married
Husband's Name	:	Bijeesh Haridas
CPR No	:	850553580
Date of Birth	:	31-05-1985
Sex	:	Female
Nationality	:	Indian
Mobile No	:	32077819/35181492
Driving License	:	Valid Bahrain Driving License

REFERENCE

Will be provided upon request.