

CURRICULAM VITAE

Shijulin Thanga Abraham

Mobile No: 00973-35360447

Email: Shijulin.a@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/shijulin-abraham-224505232>



OBJECTIVE:

A hard working & pro-active administrative coordinator with an upbeat positive attitude working in the healthcare industry, who's looking for an opportunity to make a big difference in a business that's moving forward. Dedicated and well organized with a keen ability to maximize both time and business efficiencies. Looking for a suitable position with an exciting & ambitious company that offers genuine room for progression.

KEY SKILLS:

Self-starter | Administrative Support | Schedule Management | Customer Service | Data & Record Management | Problem solving | Confidential Correspondance | Dead line oriented | Coordination.

SOFTWARE SKILLS:

MS OFFICE | SAP BUSINESS ONE (Sales / Purchase & Inventory Module) | FOCUS ERP 9.

EXPERIENCE:

**Yousuf Mahmood Hussain Co. W.L.L - (Pharmaceutical Division)-
Administrative Coordinator (April 2019 – Till Date):**

- Coordinate with managers, warehouse / logistics team to plan and schedule distribution of pharmaceutical products.
- Preparing plans for the purchase of pharmaceutical products.
- Coordinating with drug regulatory team to get prior approvals from nhra to import new products through temporary license.
- Maintaining and updating supplier information such as qualifications, delivery times, pharmaceutical product ranges, etc.
- Provide reports to the top management
- Maintaining the supplier database, purchase records, and related documentation.

- Sending weekly & monthly reports to all our suppliers & customers.
- Preparing official letters to customers & suppliers.
- Preparing quotations.
- Preparing purchase & sales orders.
- Preparing bank guarantees & requesting customers for return of bank guarantees once project is completed.
- Raising debit note / credit note to customers & suppliers.
- Keeping track of all the orders placed with our suppliers.
- Responding to customer & supplier emails.
- Verifying customer contracts & informing about any changes to the management.
- Reporting management on penalties & deductions in the remittance advice.
- Ensure that the tender documents are completed and accurate
- Compilation of tender documents i.e. Ability to draft plans, policies, procedures and ensure that all mandatory documents are updated
- Attended tender briefing meetings
- Maintain accurate records electronic copies of completed tender documents
- Ability to process quotations, tender extensions
- Searching for relevant tenders on various platforms
- Coordination, compilation and completion of tender documents
- Ensure the tender bid process is followed
- Coordinate collection of tender documents and ensure submissions are made on time
- Follow up on tenders submitted and maintain a database
- Organize and schedule meetings
- Develop/maintain a filing system

**Sonali Awning and Shutters –
Administrative Secretary (September 2017 to April 2019):**

- Mailing and responding to client calls & emails
- Maintaining 100% accuracy and productivity
- Match order forms with invoices and record necessary information's
- Prepare purchase order and expense reports
- Purchase supply of products/materials
- Determine the lowest cost for products/materials
- Track and record orders
- Manage supply database
- Source and interview vendors; negotiate contracts and costs
- Prepare requisitions and purchase orders
- Monitor order expenses
- Communicate performances and costs to management
- Organize and schedule procurements in a timely manner

- Build relationships with existing vendors and identify new vendors to service emerging needs and finalize contracts.
- Communicate with vendors, clients, customers, team members and managers to achieve goals
- Work with project managers to ensure materials availability
- Schedule in-house and external meetings
- Organize company documents into updated filing systems
- Work with accounting departments to process invoices, follow up for payments, and track receipts
- Check to ensure that appropriate changes were made to resolve customer's problems

EDUCATION:

- Master of Business Administration in Financial Management (2018 – 2020) from Annamalai University, Tamilnadu.
- Bachelor of commerce (2014 - 2017) from Annamalai University, Tamilnadu.

PERSONAL INFORMATION:

- Date of Birth : 13.02.1997
- Sex : Male
- Nationality : Indian
- Marital status : Single
- CPR No : 970203683
- Passport No : M1018411
- Place of birth : Bahrain
- Language Known : English, Tamil, Malayalam & Hindi.
- Driving License : Yes (Valid Bahrain Driving License)

DECLARATION:

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

Place: Manama, Kingdom of Bahrain.

Signature

Date:

Shijulin Thanga Abraham