

Suba Lakshmi S
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CARRIER OBJECTIVE

To work for a dynamically progressing concern, where I can effectively contribute to the team and organization, thereby enjoy job satisfaction and improve my knowledge and skills in the field of work.

EDUCATION PROFILE

- **B.COM (Corporate Secretaryship) – April 2017**
 - Institution : Tmg college of arts and science, Manimanagalam
 - University : Madras University, Chennai.
 - CGPA : 7.0/10
- **Higher Secondary – March 2014**
 - School : Jai Gopal Govt Higher Secondary School, Chennai
 - Board : State Board.
 - % of Marks : 67%.
- **SSLC – March 2012**
 - Institution : Thanthi Periyar Govt Higher Secondary School, Chennai.
 - Board : State Board.
 - % of Marks : 58%.

SOFTWARE SKILLS

- Computer application in Business.
- Computer Hardware.
- MS Office.
- MS Excel.

WORK EXPERIENCE

1. KLN Automobiles Pvt Ltd

Designation: Showroom Cashier (Aug-17 to Dec-19)

Job Responsibilities

- Welcoming to Customers answering the Questions

- Helping them locate items and providing advice or recommendationCash Registration and Cash maintenance
- Show room expenses booked
- Collected the payment in Customers and give the receiptEvery day collection amount put our company account.

2. JN Machinery Private Limited (Chennai)

Designation: **Sales Admin (Jan-20 to Jan-22)**

Job Responsibilities

- Prepare the quotation as per customer request for gensetparts.
- Prepare the quotation as per customer phone calls.
- Prepare the quotation in cods.
- Make the sure whether the customer received the mail or not through phone call or throughmail communication
- Ensure our service is satisfied with customers.
- Arrange the engineers to the site visit.

3. Modern Hiring Service (Chennai)

Designation: **Service Coordinator (Jan-22 to Feb-24)**

Job Responsibilities

- Daily Basis update the engineer attendance.
- Weekly once update the C-Off of engineers.
- Update the daily basis report of engineers in excel sheet.
- Prepare the pivot table for depot fleet availability.
- Collecting the hours from the customer for commercial & Billing Purpose.
- Weekly once sending Courier to Mumbai office of all the vendors.
- Prepare the Mis report monthly.
- Planning for Service Activities before due hours crossed.
- Getting quotation from Vendor.
- Check the material availability weekly basis in depot.

4. VK Building Private Limited (Chennai)

Designation: **Executive_Service Coordinator (Feb-24 to Present)**

Job Responsibilities

- Daily Basis update the engineer attendance.
- Weekly once update the C-Off of engineers.
- Update the daily basis technicians report on Excel sheet.
- Prepare the quotation for client approval for as per there requirement.
- Update the billing for booking and Generate as E-Invoice.

- Outstanding amount follow ups with client.
- Planning the team for site on daily basis
- Registering complaint number for all services calls and e-mail.
- Creating GRN no & SESI no for payment posing number for vendor.
- Preparing the reimbursement vouchers for all technicians.
- Monthly basis preparing food and travel expenses for technicians.
- Prepare work completion certificate after complete the work on site.
- Get the quotation from vendor as per client requirement.
- Coordination with team daily basis
- Handling documents & billing.
- Coordination with vendors.

STRENGTHS

- Interest in enhancing my skills through constant up gradation in core areas.
- Can work in challenging environment and ready to learn new Things.
- Ability to interact with people diplomatically and work in a group.
- Am a flexible person.

PERSONAL DETAILS

Name : Suba Lakshmi. S

Father's Name : Saravanan. S

Date of Birth : 20.07.1996

Permanent address : No:2/369 Subburayan Nagar 3rd Cross
Street,Thoraipakkam,Chennai - 600097

Languages known : Tamil, English (Speak ,write and read).

DECLARATION

I hereby declare that all information furnished above is true to my knowledge and belief.

PLACE:

Yours Truly

DATE :