

Sreekutty Pleasant

Mobile : 050 5084761

Email : srikutt@gmail.com**Work Personality Profile:**

Driven and accomplished professional with 6 years UAE experience. Energetic, result oriented, self-motivated team player, dedication to quality and full commitment to my profession. With proven ability to manage responsibilities, I would be able to make a significant contribution to the company's management team which I serve.

Personal Information

Date of Birth : 07th April 1983
 Sex : Female
 Visa Status : Residence Visa
 Marital Status : Married
 Nationality : Indian
 Languages : English, Hindi, Malayalam
 Driving License : Valid UAE Driving License

Educational Qualification

- **2004-2007** - *Master of Computer Application [MCA]* University of Kerala, India
- **2000-2003** - *Bachelor of Computer Application [BCA]* Mahatma Gandhi University, India

Professional Experiences in UAE**RAK Bank** Dubai, UAE

Role : Sales Coordinator – Bancassurance Dept. (March 2013 till Oct 2015)

Responsibilities:

- Processing Purchase orders through ERP (RAK Net)
- Acknowledge and crosscheck approved proposal form from clients
- Process orders in coordination with related departments
- Follow up sales order until payment and shipment
- Preparing Sales Report (weekly and monthly) in ERP
- Coordination between sales team and insurance provider
- Participate in team workflow to meet monthly targets provided
- Cross selling, market analysis, negotiate with clients, generate quotations etc.

Drydocks World Dubai, UAE.

Role : Project Coordinator – Production Dept. (April 2009 to February 2013)

Responsibilities:

- Assist GM to coordinate different teams in production department
- Coordinate with clients as a part of team through emails and ERP (FTP)
- ERP (FTP) maintenance based on vessel work progress
- Preparing daily, weekly and monthly reports from ERP (Mariner)
- Updating spreadsheet of vessel workflow
- Provide ad-hoc reporting as and when requested by management
- Compiling and generating department budget report in ERP
- Processing material requisitions and work request for department [ERP/ manual]
- Preparing presentations on behalf of GM for managers meeting
- Handling emails and Sail mails(Filter and route to corresponding vessel team)
- Arrange conferences and book meeting rooms for GM
- Documentation, filing and administration works for GM

Technical Skills

Software Languages : Visual Basic 6.0, Java
Databases : SQL Server, MS Access
Web Technology : J2EE
Software Tools : Dream Viewer, Adobe Photoshop, Adobe Flash

Computer Skills

Excellent working knowledge in **SAP SD**, industry based **ERP**, **MS Office [Excel, Word, Outlook, Power Point]**, **Graphic software including Photoshop & PageMaker**

Projects Under Taken as part of academics

1. Automation of Deposit Scheme

Environment: VISUAL BASIC 6.0, SQL Server
This project was under taken as the Project work for BCA

2. Business Services Visualization in Networks

Environment: J2EE, SQL Server 2000
This project was under taken as the Project work for MCA

Training Programs - Youth Leadership Training Program – 2004 (AOL)

Reference

Will provide up on request

Sreekutty P