

SUVITHA VELMURUGAN

CONTACT- ADDRESS:

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PROFILE

- ❖ Excellent Organizational and Administration Skills.
- ❖ Experience about **20 Years (INDIA & QATAR)** in Administration, Marketing ,Import & Exports , Logistics and Procurement Departments.
- ❖ Exceptional communication and interpersonal Skills.
- ❖ Performs well under pressure both independently and as a team player.
- ❖ Experience in dealing with customers and high-level workloads within strict deadlines
- ❖ Advanced computer skills with Tally ERP / Microsoft Office (Word, Excel, PowerPoint and Outlook).
- ❖ Results-oriented individual who approaches problem-solving in both a creative and analytical manner.

STRENGTHS

1. Self Motivated & Ability to work independently and as team member
2. Function well towards meeting deadlines
3. Adapt easily to new concepts and responsibilities
4. Excellent interpersonal skills especially in dealing with a diverse team of professionals and clients
5. Perform well for Multitasks with Exceptional Communication skills

EDUCATIONAL QUALIFICATION

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M.B.A	University of Alagappa-Karaikudi-India	Score – 69% -First Class
B.B.A	University of Alagappa-Karaikudi-India	Score – 59% -First Class
H.D.C.A	TCPS-Chennai-India	Score – 91% -National First

LANGUAGE SKILLS

- ❖ English , Tamil ,Kannada
- ❖ Hindi& Malayalam - Can able to understand

COMPUTER SKILLS

- ❖ Excellent Knowledge in MS OFFICE [Excel / Word / PowerPoint / Outlook / Lotus notes]
- ❖ Tally ERP Software / Internet Browsing & Emailing activities

PERSONAL DATA

- Date of Birth : 23rd August 1984 (38 Years)
- Sex : Female
- Marital Status : Married
- Nationality & Religion : Indian & Hindu
- Passport Details : J 2292020
- Health : Excellent

RELEVANT EXPERIENCE

- Nov-2015 to current date in **SHIVA EXPORTS – ERODE As General Manager (8 Years)**

- Administration Management , Office staff welfare
- Procurement Management - Both Domestic & International Purchases.
- Logistics Management – Both Export & Import Orders / Documentation
- Handling Tenders / Documentation
- Demand Forecast plan for all Purchase Requirements
- Sales Analysis detailed report on PIVOT basis for both Planning and Execution
- Customer's Accounts & Sales Management
- Export Customer's Communication
- Domestic Customer's / Dealer's / Trader's Communication
- Marketing Promotions / Offers Handling
- Events Organization / Dealers Meet Organization
- Travel Arrangements
- Inter Department – Co-ordination and Execution on Management policy

- Apr-2013 to Oct-2015 in **ALTEK BEISSEL NEEDLES LTD-CHENNAI**

Department of Marketing as Deputy Manager (2.5 Years)

- Sales Executives Communication & Reminders for Payments
- Organizing and Handling all Confidential Reports
- Planning Marketing Department Requirements on monthly basis
- Export Customer's Communication
- Domestic Customer's / Dealer's / Trader's Communication
- Marketing Promotions / Offers Handling / Import Analysis
- Customer's Accounts Management
- Customer's Sales Management
- Inter Department – Co-Ordination

- Dec-2011 to Feb-2013 in **SAVA International- KARUR**

Department of Marketing Planning and Control as Merchandiser (1 Year 2 Months)

- Communication with Buying Agents & Corporate office
- Arranging L&P , Carton Marking Artworks for Approvals
- Co-Ordination with Production Team & Buying Agents for Order Processing
- Arranging Sealed Samples for Buyer's Reference and Inspection Purpose
- Follow-up with Costing Department for Costing of all new Buyer's Enquiries

- March-2010to Nov-2011inKeppel Segheres Engineering Singapore Pvt Ltd- Qatar
(**DSWMC Project** - Messaid)

Department of Procurement as Administrative / Procurement Co-Coordinator (1 Year 8 Months)

- Assessed, verified, and organized sensitive classified documents.
- Reporting to SeniorProcurement Manager. Co-ordinating with HQ.
- Maintaining all Correspondence Documents with regular filing system

- Creating & Maintaining various Summary Reports for Management
 - Back Charges & Site Instructions Administration
 - Requesting supporting Documents from Site Engineers & analyzing the reason for Back charges being raised
 - Reconciliation of Back charges with Debit notes – Monthly wise
 - Forwarding all Back Charges with Debit Notes to Sub Contractors.
 - Getting Quotations from various suppliers for Various Projects& make analysis
 - Regular follow up and make arrangement for **Diesel Requirement , Raw Water Requirement at site**
 - Ordering for Various Office furniture through Tender process
 - Follow-up & make arrangement for **Sewage Truck / Compressor Truck , Manpower resources**
 - Follow-up & make arrangement for **food & accommodation for New Sub-Contractors**
 - Finalizing & Negotiation of all Back charges with respective Vendors by providing supporting documents
 - Organizing all Reports like Back Charges , Site Instructions summariesheets , Quotations , Commercial Bid Analysis Sheets and all Confidential Reports
- 2006 – 2009 – SAVA INTERNATIONAL - KARUR – INDIA (Delhi Based Home Furnishings Exports House)

Department of Management Central Control as Senior Executive (3Years)

- Undertook extensive analysis of Department of Management
 - Conducted forecasts and made future analytical projections.
 - Created and managed financial Analysis Cost sheets.
 - Organizing all Management Information System reports and all Confidential Reports
 - Co-Ordination with all departments for Preparing Pre-Order Cost sheets
 - Arranging Advanced Production samples for Buyer's reference.
 - Able to handle Multitasks at the same time
 - Co-Ordination with Fabrication Team for further process in Bulk Stitching
 - Handling new Developments , Co-Ordination with Suppliers & Merchandiser's Team
 - Reporting Directly to GM.
- 2002 –to 2005 – **TRACON ESPL - KARUR – INDIA** (Mumbai Based Home Furnishings Exports House)

Department of Sampling Department as Executive(3 Years)

- Maintaining all sample data's with Specification sheets
- Final Inspection of all development samples before dispatching to Mumbai
- Recording All new developments , Maintaining Counter samples records
- Updation of Sample Tracks to H.O
- Co-Ordination with Merchandisers , suppliers , Weavers etc

REFERENCE : Will be provided on basis of request.