

ABI KRISHNA

ADMINISTRATIVE CLERK



Administration clerk with 4 years of experience. Specialized in supporting and process needs at all levels of an organization. From executive leadership to individual contributors. Project management experience including developing needs documentation. Project scope identifying and allocating resource and ensuring necessary coordination with head of management.

Contact Details

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- 📍 Sharjah - UAE

Personal Info

- Date of Birth : 01/04/1996
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Visa Status : Residency

Languages Known

- English ● ● ● ●
- Hindi ● ● ● ●
- Malayalam ● ● ● ● ●
- Tamil ● ● ●

(August 2019 – Till date)

Company: Intermass Engineering & Contracting Company L.L.C

Designation: Admin Assistant

Duties & Responsibilities:

- Providing specialized and complex procurement and projects support for the construction team in area of huge volume off goods and services.
- Provide assistance and support to the project director, project manager, engineers, and Clint in managing and coordinating the material arrangements on time.
- Monitoring the new requirements form engineers.
- Procuring the required construction materials, safety items, electrical, mechanical, IT, equipment's, sanitary and all goods and services.
- Negotiating the rate with the supplier based on the company budget.
- Preparing and sending LPO for the suppliers
- Follow-up with suppliers ensuring delivery of materials on time.
- Preparing and calculating construction costs (material & Labor cost) weekly/monthly.
- Coordinate with storekeepers, engineers and quantity surveyor for analysing the review of good and services.
- Assess total costs of company purchases, develop strategies to reduce cost in procurement and supplier management.
- Maintain update records of request and purchases orders.
- Preparing purchase request and collecting LPO form purchase dept and Making MRIR to accounts dept for processing suppliers' payment.

(July 2018 – August 2019)

Company: Santhosh & Associates Kerala

Designation: Assistant Accountant

Duties & Responsibilities:

- Post and process journal entries to ensure transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.

Core Skills

- Strong Communication, as well as excellent interpersonal and influence management skill.
- Written and verbal communication skill
- Time management skill.
- Organization skill
- Scheduling and planning
- GST
- Self Confidence.

EDUCATION

- B COM COOPERATION (ADDITIONAL ELECTIVE) – KERALA UNIVERSITY – 2019
- B COM COMMERCE WITH COMPUTER APPLICATION – KERALA UNIVERSITY (2015-2018)
- PLUS, TWO (COMMERCE) HSE KERALA (2014 – 2015)
- SSLC (2013)

DECLARATION

I, Abi Kirshna, declare that the information given above is correct and complete to the best of my knowledge and belief and no information whatsoever has been Concealed / distorted.

Place: Sharjah

Abi Krishna

SKILLS & ABILITIES

Quick Adapter

Communicator

Quick Lerner

Planner

Timely Reporting

Negotiation

Core Competence

Employment Planning &
Budgeting

Organizational Behaviour &
Development

Can accurately enter
sensitive computer
data and update
manual records.

Proficient with MS Word &
Excel and outlook

Invoicing

Knowledge of supply chain
management systems

Ability to handle multiple
tasks.

