

TREASA HONEY NIXON

Purchase officer Cum Secretary

📍 Yarmook, Sharjah, UAE

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☎ 971-503617647



To secure a full-time position with a well-established company that will utilize my strong organizational skills, educational background, interpersonal skills, as well as my love for technology. Seeking to gain experience and in effect be an asset to a team.

Skills

Good communication, customer service and relationship-building skills. Teamworking skills. Organization and time management skills. Attention to detail. Negotiation skills. Assertiveness. Flexibility. Tact, discretion and diplomacy.

Core Competencies

*Sales Co-ordinator
Secretarial
Administration
Logistics
Purchase
Customer Delight
Process Improvement
Supervise in detail
Team Coordination*

Computer Skills

MS office (MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook

Database Management

MS Access, Oracle, Dot Net, SQL, AS400, In-house ERP based SAP

Key Role

More than 12 years of experience in Logistics, Secretarial, Admin & purchase in the United Arab Emirates.

Managing general office procedures, dealing with customers and high volume workloads whilst meeting strict deadlines.

Fast learner; quickly incorporate and implement new procedure.

Education

Bachelor of Science, Kerala University, Fatima Mata National College,

Kollam, Kerala, India

Pre-Degree, Kerala University, S.N Women's College

Kollam, Kerala, India

SSLC, Lourde Mata English Medium School

Kollam, Kerala, India

Professional Experience

Purchase Officer Cum Secretary & Admin Assistant,

Allen Electrical Services LLC (Subsidiary Company of Gulf Eco Friendly Services)

06/2020 – present
Ajman, UAE

- Researching and evaluating potential vendors.
- Comparing the prices of different vendors for gaining maximum ROI.
- Negotiating contracts on reasonable terms for pricing and supply.
- Tracking the orders and ensuring timely deliveries.
- Monitoring purchased products to ensure quality.
- Updating order details into our internal databases.
- Issuing purchase reports including the cost analysis.
- Ensuring stock availability and placing orders as and when required.
- Verifying receipt of items by comparing items received to items ordered.
- Resolving shipments in error with suppliers.
- Collaborating with the team to develop purchasing plans and find potential vendors.
- Maintaining good relationships with suppliers.
- Staying up-to-date with the latest market and industry trends.

Senior Commercial Assistant Cum Secretary, Dynatrade Automotive Group

10/2011 – 06/2020
Sharjah, UAE

- Handling enquiries, quotation updating and maintaining appropriate registers.
- Maintain files for monthly stock report, Signed Delivery Order & GRV.
- Coordination with customers on Payments and Deliveries.
- Invoice submittal and Payment follow-ups.
- Work closely with the customers, colleagues & Warehouse to ensure smooth operations to deadlines.
- Import shipment ,Invoice up-dation,Checking HS code, weight, COO ,BOE part no & BOE value
- Provide daily and monthly stock reports with remarks for management review.
- Performed clerical duties, data entry operations and stock controlling.
- Coordination with Accounts on Delivery order and Invoice approval. Also regarding the payments collected from the customer and delivery of the units to the customer.
- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Maintains data entry requirements by following data program techniques and procedures.
- General administrative duties including but not limited to receiving and directing telephone calls, handling of general inquiries and filing documents.
- Communicate & prepare necessary office correspondence.
- Issuing payment receipts to customers; prepare payment vouchers.
- Maintain and control confidential files and records.
- Performs other related tasks as may be assigned by the immediate superior from time to time.

Payroll Officer Cum Secretary, Al Hamad Contracting Co

05/2009 – 08/2011
Sharjah, UAE

- Managing and Maintenance of payroll and leave system. Updating and maintaining payroll records.
- Liaising with staff and management on payroll related queries.
- Answering calls, taking messages and handling correspondence.
- Maintaining diaries and arranging appointments. Typing, preparing and collating reports filing.
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases.
- Prioritizing workloads

Personal Assistant to Managing Director, Al Mulla Engineering Co

07/2006 – 02/2009

Sharjah, UAE

- Act as the point of contact between the manager and internal/external clients
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments
- Make travel arrangements
- Take dictation and minutes
- Source office supplies
- Produce reports, presentations and briefs
- Devise and maintain office filing system

Administrative Secretary, Seven Seas Co

03/2004 – 04/2006

Sharjah, UAE

- Reporting to management and performing secretarial duties.
- Processing, typing, editing, and formatting reports and documents.
- Filing documents, as well as entering data and maintaining databases.
- Directing internal and external calls, emails, and faxes to designated departments.
- Arranging and scheduling appointments, meetings, and events.
- Monitoring office supplies and ordering replacements.
- Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings.
- Preparing facilities and arranging refreshments for events, if required.

 **Languages**

English • Hindi • Tamil • Malayalam

 **Personal Details**

Date of Birth: 23rd May 1977

Martial Status : Married

Nationality : Indian

Religion: Christian

Passport No.V4948797

Passport Expiry: 16/03/2032

Visa Status: Employment Visa (Transferable) If needed will transfer to Husband Sponsorship

 **Declaration**

I genuinely declare that all the facts mentioned above are true to my faith, and I am answerable for its accuracy.

Treasa Honey Nixon

Sharjah