



# Linett Nazareth

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## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge and skills. Also to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## BASIC INFO

Date of Birth-08-05-1994

Nationality-Indian

Current Location: Dubai

Visa Status: Visit visa

Validity: Till 16<sup>th</sup> Oct 2022

## LANGUAGES

English, Hindi, Kannada ,  
Konkani, Tulu

## ACADEMIC QUALIFICATIONS:

Completed MBA in Finance  
& Marketing

## TECHNICALSKILL

- ✓ Microsoft Office Suite:  
Word, Excel, Power Point
- ✓ MS Outlook

## SKILLS

- ✓ Quick learner &  
hard worker
- ✓ Ability to work both  
individually and in  
team
- ✓ Strong  
communication  
skills

## PROFESSIONAL EXPERIENC

**EVERGREEN AUTO WORKSHOP – Al Quoz, Dubai**

**Duration: March 2020 to March 2022**

**Designation: Purchase Coordinator**

### Responsibilities

- Managing day to day office communication and email.
- Coordinating with supplier for customer orders and follow-up to get the negotiable price.
- Preparing the estimation and getting approval from the customer.
- Follow-up for the purchase order.
- Preparing the invoices for all cash and credit customers.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Sharing due payments reminders & SOA to customers and its follow-up.
- Report to the management related to the daily receipts and expenditure.
- Responsible for verifying & acknowledge Vendor Invoice.
- Preparing vendors cheque.
- Follow up daily petty cash transactions and prepare petty cash summary.
- Preparation of documents relating to filing of VAT return through the FTA portal & making payment without any delay.
- Coordinate with Insurance Company about the claim and payment collection.
- Maintaining Salary and overtime file of all the employees and submitting monthly to Management.
- Maintaining data in ERP like purchase entry, Sales Entry and Stock entry.
- Maintain an accurate filing system, updating all office files.
- Managing administration stationeries

## **ANDY MANNHRT CO. LLC – Business Bay, Dubai**

**Duration: November 2018 to March 2020**

### **Designation: Logistics Coordinator**

#### **OPERATIONAL RESPONSIBILITIES**

- Acknowledgement of emails and taking subsequent action.
- When orders received, Order confirmation to be send to the client with approximate information on delivery time period based on the quotes.
- Monthly order status report to be handed over to Management.
- Receive copies of quote from customer service related to order processing.
- Get all the details from the suppliers, items clarification before processing the order.
- Make sure the enquiry and quotes remain the same, in case of any changes and alternations all needs to be clarified before processing the order after consulting with the management.
- Payment terms to be followed as per the quotation.
- For the projects advance payment need to be collected from the customer and only after receiving the receipt of payment orders to be processed with suppliers.
- Responsible for processing the orders to suppliers, ensure that it is same as per the LPO received from the client.
- Maintain record for the buying and selling and needs to be attached with the order so full details of the costing is available.
- Arrange original shipment documents to send by an email to the forwarding company and ask them to check ETA date, storage last day etc.
- Handover required details to logistics/operations for handling, clearance and delivery.
- Maintaining Shipment Report, once shipment arrives in Warehouse items to be checked and get confirmation from logistic team that shipment is received good condition with correct items and quantity.
- Follow-up on delivery time period from the local supplier for the approved orders and update the status to client.
- Arranging the labors, outside vehicle for the delivery and get confirmation from management.
- Prepare Invoice/Delivery Note/Packing List accordingly.
- Maintain delivery report & Make sure to deliver the order to client on committed period.
- Maintaining Repairs list, discuss with management and Take subsequent action for faulty units (email to client/ supplier etc)
- Focus to be entered – Material receipt note/Supplier invoices /Delivery note/Sales invoices and Maintaining Stock list.

## **DXC TECHNOLOGY (Formerly Xchanging)**

**Duration: From July 2017 to August 2018**

### **Designation: Assistant Business process service (Claims Examiner)**

#### **OPERATIONAL RESPONSIBILITIES**

- Analyzing the insurance agreement and the claims document provided by the broker, experts i.e. lawyers, adjusters, defense counsels etc. (in electronic format)
- Capturing all relevant data/information provided by the client (Broker, Experts & Underwriter) into the CLASS system (CLASS - Claims Loss Advice & Settlement System)
- End-to-End processing of claims (From 1st advice to Final settlement & File closure)
- Raising queries to the broker if details provided by them are not up to the mark
- Raising queries if settlement amounts don't match with the actual figures, market shares, slip order.
- Responsible for Handling Urgent requests, quality review, queue status report & replying to Customers
- Trained new joiners

#### **DECLARATION:**

I hereby declare that all the Particulars given above are correct to the best of my knowledge and belief.

Thank you

**LINETT NAZRETH**