

SOPHIA MALECKAL LONAPPAN

Career Objective

To attain a challenging and rewarding career in Management and aiming to empower myself by being associated with an organization which would utilize my knowledge, versatile skills and managerial abilities and provide me a platform to enrich myself as an individual as well as a professional in each stage of advancement.

Experience

- ***Projects Coordinator in Ericsson India Global Services Pvt Ltd, Bangalore from February 2015 to December 2015***
 - Reporting to Director on status of all sub domain heads and their respective projects.
 - Supervise administrative functions, facility & infrastructure management, security management and procurement management to meet the day-to-day contingencies.
 - Providing support to HOD, Director, General Managers and managerial staff by conducting calendar management, meeting coordination, travel and hotel arrangements, scheduling for internal and external staff training.
 - Database creation/ maintenance and prepare weekly and monthly reports.
 - Concur claims for travel, accommodation and mobile expenses.
 - Performing secretarial functions including expense reports, spreadsheets, PowerPoint presentations and preparing organization charts.
 - Coordinating with the System Administrator for creation of signum, email id, and Laptop, ID card creation, Bank account opening for new joiners
 - Processing the visa to the employees undergoing training overseas as per the guidelines.

- ***Projects Co-ordinator at Saudi Media Systems, K.S.A (Kingdom of Saudi Arabia) from Oct 2010 to July 2011***
 - Report to the Branch Operations Manager on the status of all projects, including issues logs, progress, schedule, materials and labor.

- Attend client meetings and assist Project Manager with project requirements.
- Prepare Project reports and communication charts
- Schedule project meetings and distribute minutes to project team.
- Assist Project Manager in review of contractor quotations.
- Coordinate and follow up with Procurement Department to ensure that the requirements of the Project Managers for materials are met efficiently and on-time.
- Assist Branch Manager in the preparation of management reports, strategic plans, policies and procedures.
- Maintain client communications for project correspondence, progress reports, and submittals.
- Coordinate requests for transportation with Manager of Administrative Services and Logistics Coordinator
- Prepare substantial completion certificates and ensure all required project closing documents are obtained
- Coordinating and communicating with other departments in the head office and also with the other branches of the company.
- Ensure client needs are met in a timely and cost effective manner.
- Establish and maintain coordinated projects scheduling system, including coordination of the requirements of multiple projects

Internship

Name of Organisation	Title	Year	Duration
International Indian School Dammam,K.S.A	Public Relations Officer	2003-2005	2 years
Apollo Tyres Private Ltd, Perambra, Kerala	Placement Trainee	2006	1 month
KPL Oil Mills Pvt Ltd	Project Trainee	2007	2 months
Rmans Tours and Travels Pvt Ltd, Chennai	Management Intern	2009	1 month
Eastern Group of Companies Pvt Ltd, Kerala	Project Intern	2010	2 months

Education and Qualifications

Year	Degree/Specialisation	University/School
2010	MBA (HR-Marketing)	Mahatma Gandhi University, India
2008	BBA	Calicut University, India

Skills

- Basic Computer skills in Microsoft Office applications like MS Word, Excel, PowerPoint, Outlook, Teams etc
- Awareness of tools like Confluence and Jira
- Acquainted with Data visualisation using Power BI and Tableau.
- Completed Microsoft Project training and Six Sigma Training from Master of Project Academy.

Personal Details

- ❖ Date of Birth : 6th November ,1987
- ❖ Gender : Female
- ❖ Nationality : Indian
- ❖ Marital Status : Married
- ❖ Languages : English, Malayalam, Hindi
Known
- ❖ Strengths : Self-confident, Spiritual, Ability to work as a
Team- Leader and Team-Player
- ❖ Email Id : sophiabridget@gmail.com
- ❖ Location : Bangalore, India
- ❖ Mobile : 09916292474

Declaration

I here by declare that the information furnished above is true to the best of my knowledge and belief.

SOPHIA MALECKAL LONAPPAN.