****

**KHUSHI**

**KHUSHI.148771@2freemail.com**

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**CAREER OBJECTIVE:**

* To become a valuable asset of an esteemed and established company where I can practice my skills and capabilities in all aspect, especially in the field of office management.

**Key Highlights**

* **Exposure in India and UAE**
* **3 years Front Office experience in India**
* **3 years Back Office experience in UAE**
* **Bachelor in Commerce**

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| **Company** | **Period** | **Designation** |
| **Genesis Promotional Products** | June 2012 to July 2012 | Receptionist cum Assistant Accountant (Temporary) |
| **Gulf & World Traders - Dubai** | April 2011 to July 2011 | Team Assistant (Temporary) |
| **Patel Trading Co.(ME) LLC - Dubai** | July 2006 to Feb 2009 | Office Secretary / Document Controller **(Permanent)** |
| **United International Petroleum -Dubai** | May 2006 to June 2006 | Office Secretary (Temporary) |
| **H & H Corporate Buying office -India** | Mar 2002 to Mar 2005 | Receptionist cum Office Assistant **(Permanent)** |

**CAREER PROGRESSION:**

**GENESIS PROMOTIONAL PRODUCTS – DUBAI.**

**Designation : Receptionist cum Assistant Accountant**

This Company deals in promotional & cooperate products.

**JOB PROFILE**

* Branch office management, administration
* Receiving & Directing Telephone calls
* Data entry in Tally software
* Handling Petty Cash.
* Letter Drafting for Clients.

**GULF & WORLD TRADERS – DUBAI.**

**Designation : Team Assistant**

Gulf & World Traders (GWT) is a 100% national company dedicated to health care needs of the country.

**JOB PROFILE**

* To handle all **outgoing & incoming communication** of the team.
* To maintain **accurate files** on all team activities and correspondence (in and out) including all proposals, quotations, purchase orders and customer communications
* Preparing **Tenders and quotation**, maintaining a complete data base
* **Liaison** with Department of Health, GHQ, SEHA Major Hospital and Clinics.

**Patel Trading Co (M.E) LLC. – DUBAI.**

**Designation : Office Secretary / Document Controller**

This is a Company established in 1969 & serving the region for more than 4 decades. This is pioneered in trading of products required for electric power projects, transmission lines and agriculture in UAE

**JOB PROFILE**

* Follow up enquiries received from SEWA, DEWA, and FEWA.
* Asking for quotations from the suppliers.
* Negotiating the terms and conditions along with prices of the quotations.
* Maintaining coordination with “Office Administration” and “Supplier”.
* Processing the orders.
* Make arrangements for deliveries.
* Invoicing the customers.
* Follow up for the payments, commission etc.
* Maintaining complete filing & taking care of stationary requirements.
* Overseas correspondence / Documentation.
* Sound knowledge of Tender Submission in Govt. Departments.
* Open, sort and distribute incoming correspondence, including faxes, emails and mails.
* Bank Liaison (Tender Bond, Performance Bond, Material Performance Bond)

**United International Petroleum – DUBAI.**

**Designation : Office Secretary**

This Company deals in trading of Petroleum Products.

**JOB PROFILE**

* Receivables Accounting and Follow up.
* Preparing Cheques, Customer Billing, Vendor Payments.
* Handling the Front Office, attend incoming calls and divert responses to concerned.
* Handling Petty Cash.
* Handle the customer queries, prepare reports on day to day basis and submit to manager.
* Open, sort and distribute incoming correspondence, including faxes, emails and mails.
* Take care of the confidential files, matters and documents for senior management.

**H & H Corporate Buying Office - Jaipur.**

**Designation : Receptionist cum** **Office Assistant**

This Company deals in trading of garments & exports to US.

**JOB PROFILE**

* Branch office management, administration, attendance check and supervising.
* Accounting for petty cash and day to day expenses.
* Tracking mailers and correspondence.
* Coordination between sales team and head office.
* Reporting to HO about branch factories production schedule and achievement.
* Correspondence with the higher management, clients and sales team.

**EDUCATIONAL QUALIFICATION:**

* Bachelor of Commerce – Rajasthan University – 2002.

**PROFESSIONAL QUALIFICATION:**

* 3 yrs. Diploma in Modern Office Management–Women’s Polytechnic College,

 Jaipur-1999. (Distinction marks in Shorthand)

**COMPUTER LITERACY:**

* MS-Office and Internet Applications and accounting package –Tally.ERP 9

**PERSONAL DETAILS:**

Nationality : Indian

Date of Birth : 16th January, 1978

Marital Status : Married

Visa Status : Husband Sponsorship

Language Spoken : English, Sindhi, Hindi.

**Declaration**

The above mentioned information is true to my knowledge and belief.

**To conclude**:

 My profile has a progressive background in all areas of Office Administration

 which enables me to deliver quick, efficient & quality work.

Thanking you for your consideration.

Yours truly,