**FEROZ**

**Key skills**

**AREASOF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| • | Office procedures | * Data management
 |
| • | IT skills | * Customer service
 |
| • | Reception support | * Diary management
 |
| • | Minute taking | * Filing / archiving
 |

**ADMINISTRATIVEABILITIES**

* Maintaining an electronic and hard copy filing system.
* Providing training and orientation for new staff.
* Coordinating and arranging repairs to office equipment.
* Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.
* Scheduling meetings and preparing agendas for them.
* Effective organizational skills.
* Organizing travel & accommodation arrangements.
* Resolving administrative problems.
* Supervising other clerical staff.
* Conducting research on behalf of managers.
* Scheduling and delegating administrative tasks.
* Creating presentations and writing up reports.
* Ability to type at 60+ wpm.

**PERSONALABILITIES**

* Attention to detail.
* Punctual and reliable.
* Can work without supervision.
* Ability to cope and work under pressure.
* Good written and verbal communication skills.
* Able to work as part of a team.
* Having a patient outlook.
* Ability to multitask and manage conflicting demands.
* Ability to priorities tasks.



**FEROZ.208730@2freemail.com**

**ADMINISTRATIVE ASSISTANT Mobile no -056-8381817**

**Career summary**

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Alan is now looking for a career advancement opportunity with a company that will allow him to develop his skills & potential.

**Work experience**

**Dresser-Rand Material center Fze**

ADMINISTRATIVE ASSISTANT, June **2013 – Present** Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office.

* Providing secretarial services such as minute taking, WP and diary management.
* Ensuring office procedures and systems operate efficiently.
* Handling requests for information and data.
* Setting up e-mail groups for committees.
* Circulating documents via post and email.
* Scanning and copying contracts, notes and other documents.
* Checking stationary levels and ordering new supplies.
* Opening, dating, copying and circulating incoming post.
* Raising purchase orders and chasing outstanding accounts.
* Recording, compiling, transcribing and distributing the minutes of meetings.
* Making Delivery advice, bill of lading
* Chamber of Commerce Documentation work making coos
* Prepare outgoing shipments by packing and labeling them properly.
* Coordinate bin counts and investigate discrepancies.
* Check products for accuracy of serial and batch numbers.
* Process work orders and invoices.
* Make arrangements for shipment pick-up.
* Ensure that all shipments are sent out in a timely fashion.
* Maintain an adequate supply of shipping materials.
* Handle shipping inventory and stocks information.
* Schedule staff’s visa, medical, coordinating with other internal and external departments.
* Collect all appropriate documentation necessary for visa and permits required to be processed
* Organize visas for holiday and business related travel for managers as required. Responding
* Staff queries on Visa/ Labour/ Passport related matters. Ensure all visa, medical and labour
* Permits are up to date and arrange timely renewal.
* Assist in all general inquiries concerning labour and immigration matters. Will provide admin support as needed.

**Key skills**

**REFERENCES**

Available on request.

**Educational Attainment**

College : Sri Sai Ram polytechnic College

Course Graduated : DIPLOMA IN COMPUTER TECHNOLOGY

2000 - 2004

Secondary : P.A.K Palanisamy High School

Technical : Diploma in hardware & Networking

Diploma in multimedia

technology

* Providing PRO Daily Report to the HR executive to update the recruitment report
* Advising Medical Tests to the HRA executive to schedule
* Typing and processing Labour Card & Labour Contract applications

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* Performs bank transactions including deposits, withdrawals, transfer, Bank Reconciliation and other bank transactions.
* Monitoring and controlling office supplies and other supplies.
* Prepares Purchase order, vouchers entry and receipts to client.
* Responsible for the application of Health Insurance and reimbursements of the employees.
* Prepare and manage correspondence, reports and documents
* Organize and coordinate meetings, conferences, travel arrangements
* Maintain schedules, arrange and confirms appointments
* Handles incoming mail and other material
* Set up and maintain filing systems
* Office documentation work
* Maintaining documents and preparing document for submission
* Maintaining stores
* Purchasing goods
* Printing Drawings and pacifications for municipality submission
* Maintaining tender contracting
* Follow up tenders invitation arranging tender drawings