**Gulfjobseeker.com CV No:** **1340190**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**Career Objective**

A challenging, attractive position commensurate with my qualification and experience. To work in accordance with my knowledge, skills and work effectively by providing high quality & standard service are on my way to the entire satisfaction and success of the company as well as to build up my career and quality.

**Professional Experience:**

* ***1Yrs & 3 Months As a Data Enterer in Karvy Data Entering Company in INDIA. (From August 2012 – November 2013)***
* ***6 Months As a Accounts assistant in NEW G-TECH EVENTS L.L.C. DUBAI.***

***From January2014 – Still Running.***

DUTIES AND RESPONSIBILITIES

* Provide office support services in order to ensure efficiency and effectiveness within the Hamlet Office
* Receive, direct and relay telephone messages and fax messages & E-mails.
* Direct the First Nations Members and the general public to the appropriate staff member
* Receive & Reply the mail
* Open and date stamp all general correspondence
* Maintain the general filing system and file all correspondence
* Assist in the planning and preparation of meetings, conferences and conference telephone calls
* Make preparations for Council and committee meetings
* Maintain an adequate inventory of office supplies
* Respond to public inquiries
* Provide word-processing and secretarial support
* Perform clerical duties in order to maintain Hamlet administration
* Develop and maintain a current and accurate filing system
* Monitor the use of supplies and equipment
* Coordinate the repair and maintenance of office equipment.

**Education Qualification:**

* ***High Secondary Certificate (H.S.C) (From Board of Maharashtra)***

**Computer Skills**

* Basic Computer knowledge
* D.T.P (Desktop Publication)
* MS Office (Ms Word, Ms Excel & Power Point)
* Internet & Email
* Photoshop

**Extra Skills:**

* 41 typing speed
* Coral draw known
* Photo Editing known
* Page making

**Personal Information**

* Date of Birth : 27-02-1995
* Gender : Female
* Nationality : Indian
* Visa Status : Residence Visa
* Marital Status : Single
* Religion : Islam
* Languages : English, Hindi & Marathi

**DECLARATION:**

I hereby certify that the above mentioned information is true and correct to the best of my knowledge and belief.