**Top of Form**

**PATPA**

**SKILLS AND STRENGTHS**

Excellent organizational and time management skills

Highly skilled in managing office activities independently

Punctual and possess the ability to perform tasks independently

Good coordination and relationship building skills

Sound knowledge of Secretarial monitoring

Extensive knowledge of handling EPBAX

Good telephone etiquette and presentation skills

Skilled in MS Office (MS Word, Outlook, Excel, PowerPoint)

Ability to perform tasks under pressure

**EDUCATION:**

(2005) B.com Taxation from S.S.G.S Degree College Hyderabad (Sri Venkateshwara University)

(2000) P.G. DCA (Microsoft Office Software)

**AREAS OF EXPERTISE**

Problem Solving, Decision Making and Research

Managing Events and Meetings Management

Administrative Processes and Support

Document and Records Management

**PROFESSIONAL EXPERIENCE**

***5/31/2013-Present: University, Saudi Arabia***

Executive Secretary cum coordinator

Handle EPBAX, Outlook

Managing requests for all Faculty and Staff at the Preparatory Department

Handle Housekeeping staff and Department Pantry

Maintain the official website for the Preparatory Department.

Managing appointments and supervising special events.

Interacting & coordinating with officials within and outside the organization.

Calendar Management, Scheduling/Organizing meeting, Organizing business travel (domestic & international),

Flight arrangements, hotel accommodation, preparation of travel itineraries, arranging foreign exchange, visa arrangements, overseas travel insurance etc.

Email Management, prioritizing the email, taking dictation, documentation, filing and other office routine work. Department administrative work, maintaining leave/attendance records, stationary & general housekeeping.

Schedule and maintain complex calendar of appointments, Scheduling, organizing and coordinating meetings & conferences - both internal and external.

***9/2010 – 4/14/2013 Taj Falaknuma Palace, Hyderabad***

Executive Assistant

Prepared meeting agendas and handled correspondence

Maintained official website.

Organized commitments and appointments.

Coordinated official travel arrangements and supervised special events

Provided Instructional training for secretarial staff

***5/2006 - 9/2010 Hyderabad***

Executive Assistant

Handled correspondence, projects, and expense reports for the President, VP & VFO

Booked hotels and flight arrangements for all Executives.

Planned and executed occasional events for 200 employees and guests.

Assisted the Account Department with checks and invoices.

Prepared requisitions for contracting & maintenance work.

Data entry for efficiency reports and production cards



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