Objective: To become a member of positive and result oriented team where I can face new challenges and deliver best results.

**Professional Profile:**

With more than eight years of experience managing a full spectrum Secretarial Responsibilities and duties and partial of human resource duties, Administrative Tasks, and other general services functions. Adept at handling all written communication correspondence with skill and ability. Capable of Prioritization of work flow.

**Key Skills:**

* Ability to learn new software application
* Professional verbal/ written communication skills
* Excellent organization skills
* Confidentiality
* Ability to carry out problem assessment and solving
* Planning and organizing skills
* Time management skills
* Initiative
* Reliability
* Data Entry of records
* Administration tasks
* Preparation of reports

**Academics:**

**MASTERS IN HUMAN RESOURCE MANAGEMENT** from Pondicherry University, India, 2004.

**BACHELOR OF COMMERCE** from Osmania University, India 1998.

**DIPLOMA IN COMPUTER AND COMMERCIAL PRACTICES**  from State Board of Technical Education, Andhra Pradesh, India in 1995.

**Computers:**

MS office (Word, Excel, PowerPoint, Outlook), HRMS, Smart time (Attendance), Maximo (Procurement software)

**Technical:**

Shorthand 120wpm

Typewriting 40 wpm

**WORK EXPERIENCE:**

**Company: Abu Dhabi Sewerage Services Company**

**Duration: January 2008 to June 2013**

**Designation: HR& Admin Assistant.**

**My Role:**

Besides regular secretarial and Administrative work, Assist HR Manager in maintaining systems like Attendance System (400+employees), Petty Cash maintenance, administration, personal files management, HRMS, Employee orientation and staff training programs. Short listing and scrutinizing Resumes

**Outcomes:**

* Streamlined the recruitment process by maintaining Data base for all the resumes received.
* Streamlined the attendance by installing attendance database for the offsite employees and to monitor remote area employees. Linked with payroll, and administering the leaves and other movements.
* Coordinating of Training needs as per the employee requirement.

**Company: M/s. GLAND PHARMA LIMITED**

**Duration: 2000 July to 2002 January**

**Designation: Executive Secretary to Managing Director**

**My Role:**

Regular Secretarial work, maintaining of personal files of top management, handling of travel arrangements, preparing minutes and agenda’s for the internal meetings, maintaining of petty cash for MD’s Office, arranging hotel bookings for clients, preparing internal memos and correspondence. Assisting in HR activities pertaining to MD’s office like acquiring the basic information regarding the short-listed candidates. Active participation in increments based on performance management.

**Company: M/s. NAGARJUNA FERTILISERS AND CORPORATION LIMITED**

**Duration: 2000 January to 2000 July**

**Designation: Executive Secretary to General Manager- HRD**

**My Role:**

Collecting Human Resources requirement from different departments and group companies, drafting and placing advertisement in the local newspapers, scrutinizing the resumes received, arranging the interviews for the short-listed candidates with concerned departments. Maintaining leave records, personal files, and confidential reports like Salary hikes. Also include regular secretarial work like preparing reports, presentation, minutes and other written communication.

**Company: M/s. IVY INFOTECH LIMITED**

**Duration: 1998 May to 1999 December**

**Designation: Executive Secretary to President**.

**My Role:**

Drafting and Placing advertisement in the local newspapers as per the requirements, scrutinizing the resumes received, arranging the interviews. Preparing project allocation charts for the engineers. Maintenance of Cash Book, Leave Records and Attendance Records. Preparing reports on the project status and preparing project completion reports. General Correspondence. Secretarial Job.

**Company: M/s. BARTRONICS INDIA LIMITED**

**Duration: 1997 May to 1998 April**

**Designation: Secretary to General Manager – Operations**

**My Role:**

Expertise in Secretarial jobs like taking dictation, sending mails, handling dock, maintaining files, preparing the agenda and minutes of the meeting. Preparing project reports, company profile and supporting administrative work. Assisting in HR activities for HR Manager like arranging interviews, scrutinizing of resumes, following up of interviews etc.

**Company: M/s. Rank Industries**

**Duration: 1995 May to 1997 April**

**Designation: Secretary to General Manager – Projects.**

**My Role:**

Given Secretarial support like taking dictation, typing letters, sending mails, handling dock, maintaining department filing system. Supported in Administrative work.

**PERSONAL PROFILE:**

Nationality: Indian

Date of Birth: 27th May 1973

Marital Status: Married

Languages Known: English, Hindi, and Telugu



**Gulfjobseeker.com CV No:** **1466976**