**CURRICULAM VITAE**

Seeking Position of : Secretary /HR/Admin Assistant /Electronics Engineer field

**Job Experience:**

**Presently working as an ‘ HR / MR /Admin Assistant ’ in the ‘ Clean Tech Services Co, ’**

**ABU DHABI, UAE.**

**Job Responsibilities:**

* Management Representative work as included in documenting the Corrective & Preventive actions for the Non Conformance of the Organization Process for the quality improvement.
* Creating Agendas for the Management Review Meetings & Preparing the Outputs of the Meeting Minutes for the post actions to be taken by each department.
* Preparing the Offer Letter, Promissory Note & Warning Letters to the employees.
* Responsible for the preparation of documents for new visa and visa renewal.
* Following up of employee’s labour card, emirates id, insurance card and bank card.
* Setting up of employees for their Medical and Finger prints for Emirates Id.
* Keeping all the employees updated files.
* Distributing the Training checklist, Customer Feedback, Transportation expenses measurable forms to the different department.
* Filing of invoices and HR related documents.
* Preparing the Timesheet for all the employees & updating individual’s salary payment details.
* Creating Data base for new contracts started & editing & updating databases for any changes.
* Filing the Customer Feedback forms & updating to the Supervisor in charge for further actions.
* Coordination with main office for HR related works.
* Sending Quotation for an official enquiry which we receive by email for cleaning services.
* Filing the Supplier Evaluation forms for the ISO related records.
* Submitting the Corrective & Preventive action request from the individual to the Management for improvement.
* Introducing Company Profiles to different private schools, Institutions, companies.
* Sending reminder email to contracts with updated charges for which will expire.
* Creating Purchase orders for the items requested for different projects.
* Sending Renewal contract original & copies with updated invoice to clients for agreement signature to update in system.
* Keeping record of all the materials enters into stock & goes out from the stock as tote inventory.
* Updating cleaners weekly schedule in the system as per clients requirements.
* Making revised invoices for the changes in the schedule for holidays/vacation/No service request mail by phone.
* Updating Cleaners attendance timesheet in the system.
* Drafting soft copies of invoices to companies email addresses.
* Making calls to clients for the pending payment.
* Sending payment confirmation email to all the payment received.
* Creating voucher invoice for all the clients as per their invoice due date.
* Answering phone calls to client’s enquiry related any services.
* Transferring the calls to concerned department for further estimating the rates.

**Company : Planet Synergy InfoTech Pvt Ltd., INDIA.**

**Period : July 2012 – Till Dec 2013 as a ‘Sr. Secretary cum Admin Assistant'.**

**Job Responsibilities:**

* Advertising the property on different websites.
* Posting the Leases on Software.
* Processing Sale transaction Invoices.
* Entering Tenant & Owner details in Software.
* Set up auto charges for monthly Rent Payment, Late Fee, Management Fee details.
* E-mail Welcome package to Owner of the property.
* E-mail to Tenant about Total amount due which has to be paid when the Move out process is done.
* Processing Move-Out of Tenant.
* Recording Home Depot Invoices entries.
* Uploading Management & Lease Agreements.
* Recording Rent, Security Deposit, Pet Deposits, Move-In, Move-Out of Tenants.
* Recording Sec 8 Subsidy program from US Government.
* Sending all the Income & Expenses Owner statement transactions to Owners.
* Recording Credit Card charges of a team member purchased materials for specified property.
* Recording & Calculating Time Logs for team members monthly Salary payment.
* Preparing PPT on different tasks processed by different Property Management.
* Preparing daily work report & sending it to President of Planet Synergy & copy to the Manager & Team members.

**Company : Mphasis BPO., Pvt Ltd., MANGALORE.**

**Period : August 2006- July 6th 2012 as a ‘Senior Transaction Processing Executive` in the Non Voice Process.**

**Job Responsibilities:**

* Reaching daily Good Targets with Best Accuracy in work schedule.
* Making good targets in Decision Making Project.
* Completing first all the lessons of E-Skill Port

**Institution : ‘BGS Education Centre`, Kavoor**

**Period : 1st May 2004 – 8th April 2006 as a ‘Computer Faculty & Data Entry Operator ’**

**Job Responsibilities:**

* Teaching Computer subjects to kids from UKG to Xth Std.
* Given training on Windows & MS-Office tools with different exercises,
* Teaching LOGO, ‘C’, BASIC Programming languages.
* Prepared team of kids for IT Design Competition.
* Prepared PPT on all MS Office applications.
* Teaching Moral Science classes to kids.

**Educational Qualification:**

Diploma in Tele Communications Engineering & PGDCA in Computer Applications.

**IT Skills :** MS Windows, MS-Word, MS-Excel, MS-Powerpoint, MS-DOS, Fox PRO, `C`Programmng, Corel Draw, Pagemaker, Internet, Typing speed 50 words/min.

**Languages Known :**  English, Hindi, Kannada and Tulu

**Hobbies :** Listening to music, Reading, Gardening



**Gulfjobseeker.com CV No:** **1469814**

**Award / Certificate**

1. Won the Excellence Performance Certificate for achieving process targets & dedication towards work by `Mphasis BPO Private Ltd` Mangalore.

2. Won the Certificate of Appreciation in recognition of Valuable Contributions and Outstanding Commitment and Dedication towards work by Research Director of Barbour ABI from `Mphasis BPO Private Ltd` Mangalore.

3. Attended the ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Integrated Management System - Internal Audit Training Programme from the Quality Registrar Systems, ABU DHABI on Sep 5th 2015.

**Visa Status:**

Employment Visa

Sincerely,

**Shobha**

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