**Objective:** To obtain a position as Administrative Assistant or HR Professional or Co-ordinator with a reputed organisation using a positive attitude, great attention to detail and accuracy, and a desire to succeed in a fast-paced environment to make a difference in the office administrative procedures.

**Key Competencies and Skills:**

**Administration:**

* Competent on all Microsoft Office programs that includes MS Word, Outlook, Excel and PPT.
* Handle large amounts of paperwork and data.
* Comfortable working with numerical data.
* Able to do repetitive and mundane administrative tasks.
* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Communicate clearly with work colleagues using emails etc.
* Handle petty cash, floats and expenses.
* Taking prompt, decisive and corrective action to rectify any short comings.
* Able to use office equipment like copiers, fax’s, scanners, printers, computers and office software.
* Continually meet and exceed the operational and administrative expectations of employers.
* Provide accurate administration of all paperwork generated at Office level.
* Quickly learn about new softwares or concepts introduced in the office.
* Find and obtain information and documents quickly.
* Good coordinator between teams and team player.
* Good command over handling the documents.
* Can manage multiple tasks.

**Possess:**

* A methodical approach.
* Strong communication skills, both verbally and written.
* Excellent attention to detail.
* Strong numeracy skills.

**Academic education:**

* Completed Graduation in Bachelor of Engineering in Electrical and Electronics from BIET, Davanagere, India (1998)

**Work Experience:**

**April 2001- May 2004 : Stream Net India Pvt Ltd, India**

Worked as a Customer and Administrative Support in Stream Net India Pvt Ltd, Bangalore, India

Customer Service Representative: As a Customer Support was responsible in providing technical assistance on the software products to the customers via email, phone call and e-chat.   
  
Administration Professional: As an Admin was responsible for:   
  
-Carrying administrative duties such as filing, typing, copying, binding, scanning etc.   
-Writing letters and emails on behalf of other office staff.   
-Booking conference calls, rooms, taxis, couriers, hotels etc.   
-Processing expenses sheets and invoices.   
-Monitoring stationary levels and ordering office supplies.   
-Maintaining computer and manual filing systems.   
-Provide information to internal colleagues or external enquirers.   
-Handling sensitive information in a confidential manner.   
-Taking accurate minutes of meetings.   
-Coordinating office procedures.   
-Replying to email, telephone or face to face enquiries.   
-Helping management with setting up job interviews, training new joiners on company policies.   
-Coordinating repairs to office equipment.   
-Greeting and assisting visitors to the office.

**May 2004 – Sept 2005 : Accenture , Bangalore India :**

Worked as a Software Test Engineer

**Feb 2006 – Aug 2008:** **Gulf Computer Society/ICDL, Dubai:**

Worked as aSoftware Quality Analyst

**Personal Details:**

* Date of Birth: 16/06/1976
* Languages Known: English, Hindi and Kannada
* Nationality: Indian
* Marital Status: Married



**Gulfjobseeker.com CV No:** **1479900**