**RESUME**

**PROFILE**

**26 Years - ( 14 years as “Executive Assistant” & 2 years as “Office Manager cum Executive Assistant”)**

Dedicated, customer focused, administrative professional offering significant experience in self directed positions requiring effective report, secretarial and administrative abilities. Adaptable team player having proven interpersonal communication & multitasking skills recognized for willingness to learn and teach newly acquired skills, prioritizing activities and working well under pressure, with minimal supervision.

**Career Achievements**

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| --- | --- |
|  | Directed and Managed Office and Project Administration |
|  | Extremely effective communication skills both written and oral. |
|  | Excellent written and oral communication skills. |
|  | Expert to handle multiple tasks |
|  | Sufficient computer knowledge including MS-Word, Outlook, Internet application |
|  | Management skills with professional knowledge |
|  | Procurement Management. |
|  | Inventory management skills |
|  | Capable to provide highly qualified efforts |
|  | Able to prepare excellent team building strategies |
|  | Exceptional organization knowledge |
|  | Scheduling and planning (maintain calendar, schedule appointments/meetings, etc.) |
|  | Able to implement effective office system |
|  | Other specific skills, such as supervising a team, dealing with confidential information, maintaining office records, etc. |
|  | Meeting management ( arrange meetings, hospitality, etc.) |
|  | Accounts & store management |
|  | Document/presentation production |

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**Educational Qualification &Certification**

* SSLC – FROM KERALA EDUCATIONAL BOARD
* DIPLOMA IN SECRETARIAL COURSE
* BACHELOR OF ARTS – FROM CALICUTUNIVERSITY
* Shorthand Speed : 80 WPM; Typing Speed : 50 WPM

**PROFESSIONALTRAINING**

* Personality development course through Indo-American, Mumbai
* Professional secretarial course- from Mumbai
* English typing and shorthand lower grade examination passed.

**Computer Skills**

* MS-Office (MS Word, MS Excel & MS PowerPoint)

**Experience:** 25 years (Gulf Experience – 16 years)

1. Presently working with the Alwatary Group, as **Office Manager cum Executive Assistant since May 2013**

**Al Watary Group** is a leading multi-faceted group of companies based in Yemen mainly trading and representing major international companies like : Honda Motors, Japan, JCB Excavators – UK, Perkins Engines, UK , etc.

* Over all in-charge for “Commercial Division (F.R.D)” (foreign relation department)
* Obtained & managed resources viz. equipments, manpower, and dealer requirements.
* Keeping official documents and maintaining confidentiality about all incoming and outgoing correspondence
* Order placement, establishing LC’s, order follow-ups,
* Co-ordination preparing note and maintaining documents/papers/reports
* Co-ordination and follow up
* Warranty documentation, customer support, etc.
* Maintaining Principals Accounts
* Preparation of tender & submission
* Accounts - bookkeeping
* Vendor development, training etc.

1. **M/s Mohamed Abdulrahman Al-Bahar (Caterpillar Dealership in UAE) July 2012 – Feb. 2013 as Secretary to GM- Sales (Power Systems)**

**Job responsibilities:**

* Secretarial and administrative support to the General Sales Manager – Power Systems.
* Ensuring assigned tasks at very positive attitude to complete with a focus on providing a very high standard of support.

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* To coordinate with departmental heads to ensure action on assigned tasks and extend support to get the jobs implemented.
* To organize and maintain records + confidential files ensuring the information records are available and accessible to GM on demand.
* Distribution of mail /reports to respective departmental heads.
* Correspondence
* Managing the office in efficient manner ensuring better coordination and compliance of various instructions and requirements from GM with all concerned.

**3)** **M/s Good Luck Electro Mechanical Works LLC, UAE** as **Manager-Business Dev. & Admn** April 2011 to June 2012

Responsibilities :

* Over all in-charge for the Office & Project Administration
* Assess project requirements and ensure implementation
* Monitor, update & plan site progress on daily , weekly and monthly basis in order to forecast project completion and communicate corrective action plans to complete project mile stone within specified time schedule assigned.
* Obtain and manage project resources – manpower, materials and machinery etc.
* To maintain effective working relationships with filed crews, contractors, vendors, outside agencies, etc.

1. **M/s Alwatary Group – Yemen ( Executive Assistant )** Nov. 1996 – Feb.. 2011

**Responsibilities handled**

* Over all in-charge for “Commercial Division (F.R.D)” (foreign relation department)
* Obtained & managed resources viz. equipments, manpower, and dealer requirements.
* Manage customer communications and correspondence.
* Co-ordination preparing note and maintaining documents/papers/reports
* Co-ordination and follow up
* Warranty documentation, customer support, etc.
* Maintaining Principals Accounts
* Preparation of tender & submission
* Order placement and follow-ups
* Accounts - book keeping
* Vendor development, training etc.

**5) M/s Videocon International Ltd. ( India) ( Personal Assistant )**

**Dec. ‘88 – Oct. ‘96**

**Company Profile:**

A multinational company in India engaged in the manufacture and sales of electronic consumables Television, Washing Machine, A/C, etc.

* During my tenure with Videocon, I was attached to different divisions like - R&D, Air-con, Sales &Marketing and Directors’ Office.
* My last assignment with Videocon was in Sales & Marketing Division (from Nov. 1993 to October 1996) as **Personal Assistant to Director – Marketing & Sales.**

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**Responsibilities handled**

* To look after day to day activities of VP – Marketing & Sales Office
* Co-ordination with Regional Heads (Sales & Marketing) to keep updated from time to time on sales and marketing activities to the top management.
* Expense tracking and reporting
* Time keeping, Managers attendance records
* Retrieval and management of information and documents
* Maintaining confidential files
* Co-ordination of travel arrangements and travel documentation.
* Ensuring compliance with policies and procedures and maintaining strict confidentiality and discretion at all times.

**(5) M/s Cosmo Films Limited (Steno-Secretary to Project Director)**

**Aug. ’86 to Dec.’88**

**Company Profile:**

A multinational company in India engaged in the manufacture and sales of BOPP films

**Responsibilities handled:**

* Handling business correspondence
* Project co-ordination
* Managing files and records & customer/client database
* Drafting letters ,handling travel arrangements, meetings
* Follow-up on regular office works
* Store keeping, Book keeping, etc.

**PERSONAL**

Nationality : Indian

Joining time : Immediately

Marital status : Married



**Gulfjobseeker.com CV No:** **1481232**