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|   Personal Details **LOCATION** Sharjah **Gender**FEMALE**Date of Birth**30TH MAY 1986**Nationality** Indian**Marital Status**Married**Languages Known**English, Hindi, Malayalam  | Post Applied For***ADMIN CUM SECRETARY***Objective ***Seeking a challenging career in a reputed and professionally managed organization operating in a competitive environment with career opportunities conductive to both professional and personal growth.***Experience Summary***5 year experience in HR cum Admin Section.*** EDUCATIONAL QUALIFICATIONS.* ***S S L C****: Secondary School Leaving Certificate Passed from Kerala State Education Board.*
* ***V.H.S.E*** *from V.H.S.E Board, Kerala.*
* ***BBA*** *from Kerala University*
* ***MBA*** *(****FINANCE and HR****) from Lourdes Matha College of Science and Technology, Kerala University.*

*.** ***Additional Qualification****: Ms-Office, Photoshop & Internet Trained from National Trading Institute Of Kerala, India and Tally.*

Key Skills :***Responsible for managing all the functions of the organization.*** ***Typing skill, Microsoft office knowledge and internet are very well.******Previous job:******Company:*** *Delma star International- Sharjah****Designation****: Administrator****Company:*** *Target General Contracting****Designation****: Admin cum Secretary*Works Skills :* ***Managing the Administration functions.***
* ***Giving the guidelines to the customers***
* ***Analyzing the performance appraisal.***
* ***Giving the training and development.***
* ***Up-to-date current information.***
* ***Preparing the Payroll and Admin system.***
* ***Provide customer service and sales support to existing new customer base***
* ***Managing employees report (leave, work schedule report etc.).***
* ***Prepare sales measurements and report.***
* ***Manage and coordination information with production scheduling.***
* ***Keeping the relationship with customers.***
* ***Preparing the agenda, minutes etc.***
* ***Directed order management.***
* ***Maintained prospect and customer information to ensure accuracy.***

Job Features :***1. Retrieves messages from voice mail and forwards to appropriate personnel.******2. Analyzing the customer’s feedback.*** ***3. Maintaining the Payroll and Admin system.*****4. *Making branch recruitment functions.******5. Creating daily performance report*** |

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| Experience in Details***2009 June to 2012 June****GLOBAL FORTUNE* ***Position Held: HR Asst. Cum Admin******Responsibilities.**** ***Preparing the performance Report.***
* ***Preparing the Payroll and Admin functions.***
* ***Giving the guidelines to the customers and collecting the feedback.***
* ***Analyzing the business function such as making the purchase and sales order***
* ***Controlling and maintaining the customer relationship***
* ***Making the day-to-day operations regarding the organization.***
* ***Preparing the payroll system and secretarial work.***

**2008 September to 2009 June.***RELIGARE BROING Ltd (MNC).* ***Position Held : Relationship Manager*.*****Responsibilities**** ***Guiding and controlling Associate relationship Managers and marketing officers***
* ***Preparing daily report***
* ***Up-to-date the current information***
* ***Reporting to Business Development Manager***
* ***Analyzing the functions of the organization.***
* ***Making the relationship with customers and collecting the feedback.***
* ***Giving the awareness about the new products***

***2006 to 8 months.****RIGHT CHIOCE EDUCATIONAL CONSULTANCY* ***Position Held: Marketing coordinator.******Responsibilities**** ***Preparing and analyzing the marketing report***
* ***Coordinating all the marketing functions***

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