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# OBJECTIVE

*A friendly, well-organized, presentable, good communicator young female on husband’s sponsorship is seeking for the position of ‘Customer Service Executive / Purchase Executive / Administrator’.*

# *Maintain excellent written and oral communication skills,problem resolution abilities and a high level of confidentiality.Equally effective sales management and advanced word processing support.*

# PROFESSIONAL EXPERIENCE

# GLOBEWAY CARGO SERVICE LTD Dubai *OfficeAdministrative Assistant* *Januvary 2014-April2015*

# *Provide executive level administrative support to the manager and directs reports with a demonstrated ability to improvise,improve procedures,and meet deadlines.*

# *Liasion between all impacted departments to ensure proper communications and reporting practices.*

# *Plan and coordinate corporate luncheons and develop presentations for related on-and offsite meetings*

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# *Organize the detail of special events,travel arrangements,corperate agendas and itineraries*

# *Direct business relations and distribution of company literature to stimulate client intrest and sales leads.*

# *Maintain capital purchase,direct vendor relations,generate and maintain equipment tracking records.*

# *Process monthly expense reportrs reflecting supporting documents and budget code indexces.*

# *Coordinate and maintain weekly attendance and annual vacation records of departmental employees*

# *Colloborate with departmental manager on weekly posting for master reports to facilitate the accurate and timiley writing,editing and preparation of final copy from draft to distribution.*

# EDUDUEK WATER PURIFYING INDIA

# *Receptionist administrative assistant* *April 2013-December 2013*

# *Was responsible for re-ordering and mainting office supplies.*

# *Was incharge of all logging incoming and outgoing shipments.*

# *Assisted loan servicing and mass mailing of monthly invoices to the clients.*

# *Forward all incoming and outgoing calls to the appropriate channels.*

# *Prepare expense request forms for the administration department.*

# *Assist managers in preparing monthly budgets.*

# EDUCATION

# *M.G University May 2013,kerala*

# *Bachelor of arts and science*

# *Graduate in Zoology*

# *Higher Secondry School March 2010.kerala*

# *Biology science,computer application*

# ADDITIONAL SKILLS

# *Familarity with the working and management protocols of the corporate sectors.*

# *Posesses execellent customer service,interpersonal,and management skills.*

# *Familiar with basic Microsoft office processors,spreadsheets,database,presentations and emails.*

# *Adept at executive and administrative support functions such as record managements,customer service,complaint handling.*

# COMPUTER SKILLS

# *Microsoft word,excel,powerpoint,access,outlook express,scanning technology,HTML,internet proficient*

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# PERSONAL DETAIL

# *Date of birth :23/01/1993*

# *Nationality : Indian*

# *Sex : Female*

# *Status : Married*

# *Languages known: English,Hindi,Tamil,Malayalam*

**PERSONAL STRENGTH**

*Innovative, Enthusiastic Hardworking.*

*Dedicated and efficient team member.*

*Mulitaking & Pleasing personality*

*Yoga training (Morning Star College, Angamaly)*

# ACTIVITES &ACHIEVEMENTS

# *Member of national service scheme.*

# *Elected as union representive of college.*

# *Presented national level seminar on biotechnology.*

# HOBBIES

# *Travelling,reading books,driving,gardening.*

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