**OBJECTIVE:**

Administrative position with focus on Client Relations/Customer Service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY SKILLS:**  |  |  |  |  |
|  |  Administration |  | [Customer Service](http://www.roberthalf.com/officeteam/administrative-assistant-job-description#callcenter) |  |  |
|  |  O[ffice Services](http://www.roberthalf.com/officeteam/administrative-assistant-job-description#officeservices) |  | Teamwork |  |  |
|  |  [Reception](http://www.roberthalf.com/officeteam/administrative-assistant-job-description#reception) |  | MIS Reports. |  |  |

 **PROFESSIONAL HISTORY**

**SAIF AL KHAILI GROUP**

**Admin Clerk Cum Personal Assistant**

**Duration: November 2014 – To Till Date**

Saif Al Khaili Group is a renowned conglomerate located in Abu Dhabi, UAE. Currently operates in the Hospitality Industry, Trading, Oil and Gas field services, Military and Security equipment trading, Information Technology services as well as Travel Industry and Healthcare Services.

**Reporting to: Finance Manager**

* Secretarial support to Finance Manager – Attending Calls, Drafting letters and manages other documentations.
* General business support – fixing appointment, meeting scheduling, follow-up and documentation
* Assist all aspects of accounts for the office, including invoicing, payments and expenses.

Performs general secretarial & clerical functions and supporting office operations. (Eg: - scheduling, Copying, faxing, data entry, filing etc.)

* Liaise with branch offices to maintain continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contact suppliers/vendors for cheque collections and follow up as necessary.
* Arrange for all courier collections & maintaining details of all inbound/outbound couriers in appropriate register.
* Contributes to team effort by accomplishing related results as needed.

**VITAL MANAGEMENT CONSULTANCY**

**MARKETING CUM ADMIN ASSISTANT**

**Duration: March 2014 to October 2014 (7 Months)**

Vital Management Consultancy Abu Dhabi (VMC) ISO Consultants offers world class ISO certificate consulting, training, implementation, audit services and IT solution in all over UAE.

**Reporting to: Marketing Manager**

* Handling all general administration issues including incoming emails/ inquiries.
* Provide office support services in order to ensure efficiency and effectiveness within the Management office.
* Entering the details of the documents to the company software/MS Excel.
* Documentation - Checking and matching LPO and Invoices for any discrepancies and timely submission to accounts department.
* Establishes, maintains, processes, and updates files, records, and all documents
* Generating both regular and ad-hoc reports as required.
* Maintaining and developing relationships with existing customers via telephone calls and emails;
* Responding to incoming email and phone enquiries.
* Acting as a contact between a company and its existing and potential markets.
* Listening to customer requirements and presenting appropriately to make a sale.
* Gathering market and customer information.
* Gaining a clear understanding of customers' businesses and requirements.
* Listening to customer requirements and presenting appropriately to make a sale.
* Making accurate, rapid cost calculations and providing customers with quotations.

Maintain the general filing system and file all correspondence.

 **EDUCATIONAL QUALIFICATION**

* **Bachelor of Commerce –** ( Currently undergoing)
* **Higher Secondary School Certificate -** Kerala HSE

 **TECHNICAL SKILLS**

* Good Exposure in all Micro Soft Office Applications.
* Good knowledge in Ms. Excel functions (Pivot table, Vlook up, advanced filter etc.)
* Good command over English in both Verbal & Written.

 **PERSONAL DETAILS**

Age & Date of Birth : 08-Feb-1990

Nationality : Indian

Sex : Female

Marital Status : Married

Languages Known : English, Hindi and Malayalam & Arabic – (Read & Write)

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 **Gulfjobseeker.com CV No:** **1520358**