**Resume**

 **Career Summary**

I am seeking to secure an executive assistant position that showcases my skills and experience.

Which are summarized below.

Excellent project and client management skills

Ability to work both independently and within a group dynamic

Extremely detail-oriented and responsibly focused

Creative and dynamic

Proficient in Microsoft office programs, general database, accounting and payroll Programs

Excellent oral and written communication skills; fluent in both Hindi and English

 **Professional Experiences**

**Reliable International Dubai UAE (Food Stuff & Real Estate)**

 **(25th Aug 2014 till now)**

Assisting to account manager and handling daily banks.

Handling loan approval document and making average balance.

Working on high quality appointment setting campaigns.

Making B2B outbound telesales calls.

Handling reception and attending the call and transfer to concern person.

Arranging the files soft and hard copy in system.

Conveying technical information to customers.

Closing sales and making plans to gain repeat business.

 attending tradeshows & industry events.

 Performing administrative duties.

 booking appointments for sales representatives to visit potential customers.

 Using Word & Excel to write reports and create invoices.

 maximizing every sales enquiry.

 **Holy Angels School Admin since (01st of Aug 2013 – 25th Feb 2014)**

Holy angel was established in 1975 well organized

* providing administrative support to an academic team of lecturers, tutors or teachers;
* drafting and interpreting regulations and dealing with queries and complaints procedures;
* coordinating examination and assessment processes;
* maintaining high levels of quality assurance, including course evaluation and course approval procedures;
* using information systems and preparing reports and statistics for internal and external use;
* participating in the development of future information systems;
* Monitoring and recording progress

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 **Blue line immigration office (As a administrator), India (2010 – 2013)**

* Handling the file of applicant and maintain their record
* Answer telephones and transfer to appropriate staff member. .
* Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
* Setup and coordinate meetings and conferences
* Maintain and distribute staff weekly schedules.
* Support staff in assigned project based work.
* Receiving the passport application and process and follow up

 **Education**

 Bachelors of Arts from Punjabi University (Punjab), India (2011)

 **Other courses**

 Diploma in Computer Application Basics)

 **Personal Profile**

Date of Birth : 24-oct-1990

Visa Status : Husband visa

Language Proficiencies : English, Hindi and Punjabi

Nationality : Indian

Hobbies and interests : Nirankari Congregations, Reading,

 Internet Browsing, Dance

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**Gulfjobseeker.com CV No:** **1522014**