**TASNEEM**

**TASNEEM.255382@2freemail.com**

**CAREER OBJECTIVE**

To secure a challenging and rewarding position in **Office** **Administration / Secretarial** in a professional organization offering personal development opportunities and professional growth based on performance and to be an active participant in contributing to positive growth of the organization.

**EDUCATION & QUALIFICATION**

|  |  |
| --- | --- |
| **Graduation** | **Bachelor in Arts (B.A)** |
| College/ University | Besant women’s College, Mangalore University. India |
| Post-Graduation | Diploma in Fashion Technology  |
| College /University  | National Institute for Fashion designing  |

**CAREER PROFILE**

* **Over 5 + years** of impressive track record in Administration / Secretarial in **UAE**
* Well versed in MS Office Applications.
* Have excellent communication & interpersonal skills.
* Ability to work under minimal supervision.
* Prioritization of work and time management.
* Expert in interdepartmental liaison and coordination.
* Expert in handling people of diverse nationalities
* Ability to handle executive office
* Excellent team work
* Implementation of office procedures
* Ability to manage confidential document

**PROFESSIONAL EXPERIENCE**

Name of Industry : **WIZARD Interiors and Design LLC**

Location : Dubai, United Arab Emirates.

Period : March 2015 to Oct 2015

Designation : secretary cum admin assistant

**Responsibilities**

* Manage multi-company switchboard, routing calls as appropriate
* Receive incoming courier packages and prepare outgoing packages
* Receive and distribute fax correspondence
* Greet all visitors ,inform the appropriate staff of their arrival
* coordinate with the management to schedule appointments for meetings
* maintain office & site attendance sheet
* Maintain annual holiday details & provide the same to the accounts department when required
* Regular Coordination with drivers and arranging them to be available as and when required
* Responsible for making travel, Hotel booking for the senior management. Negotiating of corporate rates

With hotels / Travel agents / Car Rentals

* Assist Management for renewal of Tenancy contract and make all the required documents ready to submit.
* Coordinate with different vendors for the maintenance of office equipment’s

Name of Industry : **NEELAM FZE**

Location : Dubai, United Arab Emirates.

Period : Oct 2011 to Feb 2015

Designation : Office secretary

**Responsibilities**

* Handle phone calls, correspondence in mail and visitors
* Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
* Schedules and record minutes of staff meetings and make copies of correspondence
* Input data and compile information into a database and filing office documents
* coordinate with the management to schedule appointments for meetings
* Monitor overall housekeeping and Ensure reception area is tidy
* Receiving, dispatching & Tracking couriers
* Reconciliation of utility, courier, stationary Bills & forward to accounts department for payments.
* RFQ with various vendors for the office and showroom Maintenance
* Placing vacancy advertisement in various job portals on behalf of company and Forward the CV’s to HR Department
* Regular Coordination with drivers and arranging them to be available as and when required
* Responsible for making travel, Hotel booking for the senior management. Negotiating of corporate rates

With hotels / Travel agents / Car Rentals

Name of Industry : **ARASCA MEDICAL EQUIPMENT TRADING LLC**

Location : Dubai, United Arab Emirates.

Period : March 2011 to September 2011

Designation : Sales coordinator

 **Responsibilities**

* Respond quickly and efficiently to all in-coming sales enquiries, by telephone, fax, Email.
* Arranging and evolving regular meetings and group discussions with sales team
* Updating client data, filling of client data and archiving
* Promoting of our new Products and facilities to new and existing clients through Email
* Sending acknowledgment towards LPO received and further coordinating on delivery.
* Follow up on business Travel plan and other relative arrangement.
* Attend to complaints and requests received from any clients.
* Schedule appointments for sales team with prospective customers

Name of Industry : **SSC CONTRACTING LLC**

Location : Dubai, United Arab Emirates.

Period : July 2010 to Dec 2010

Designation : Office Receptionist

**Responsibilities.**

* Handle phone calls, correspondence in mail and visitors
* Provide information and answered to queries promptly
* Provide administrative support to the staff
* Schedule appointments as specified by the management
* Coordinate with the management to reserve conference room for meetings
* Arranging for Lunch. Breakfast etc.
* Maintain Excel sheet for all utility bills & provide the same to the accounts department for payments

**COMPUTER SKILL**

* MS Office Application
* Email and Internet

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.