Nima

Nima.256040@2freemail.com

**OBJECTIVES: -** Looking forward to work in a professionally competent environment, where my organizational and communicational skills can be fully utilized to assist daily tasks.

**CAREER SUMMARY:-** A dynamic, highly determined, self motivated, initiative driven professional with 5 years of U.A.E experience in executive position in the field of Secretarial, Administration, Customer Service and Marketing.

I am an excellent communicator, confident in dealing with people from all walks of life. Also, Ambitious and Focused whilst appreciating the need to remain flexible.

Born and brought up in U.A.E, so having extensive knowledge of local lifestyle involved in this country and enables understanding of local business practices and ethics.

**KEY SKILL:-**

* Microsoft Office- Power Point, Word, Excel, and Outlook
* Orion Software Environment.
* Good Verbal and Written Communication Skills.

**Expertise:-**

|  |  |  |
| --- | --- | --- |
| Calendar Maintenance | Meeting Arrangements | Handling Phone Calls |
| Record Organization | Travel Arrangements | Financial Records |
| Meeting Coordination | Letter/Memo Composition | Maintaining Office System |

**Personal Attributes**

* Respectful
* Honest & Hardworking
* Sincere & Flexible
* Dedicated & Disciplined
* Demonstrate Sound Work Ethics

**PERSONAL DETAILS**

Gender : Female

Date of Birth : 26-11-1988

Nationality : Indian / Yemeni

Religion : Islam

 Marital Status : Married

Visa Status : Husband’s Sponsorship

Driving license : Dubai Driving License

Language Known : English, Hindi & Arabic

**Educational Qualification**

* **Master in Business Administration in 2015**, Specialized in General Business Studies from **Chifley Business School at Torrens University Australia- Campus**
* Management Perspectives.
* Dynamic Leadership
* Influencing and Making Decisions
* **Bachelor in Business Administration in 2011** Specialized in Business Commerce from University of Madras- RAK Campus.
* Financial Management
* Marketing Management
* Entrepreneurial Development.
* **Passed** **Higher Secondary School [CBSE] in 200**7, Commerce Stream from Indian Public High School- RAK Campus.

**Work Summary:-**

**Company Name:** Kohl Cosmetics Co. L.L.C

**Job Title:** Executive Secretary

**Reporting to:** Managing Director

**Duration:** 2012-till date

**Key Responsibilities:**

* Compose Correspondence/Reports to Managing Director.
* Handle all inquires within my capacity.
* Handle Administrative and Clerical Tasks.
* Prepare Expense and Income Reports on monthly basis.
* Develop & maintain relationships with suppliers.
* Introducing about our new products & services to our customers.
* Maintaining Inventory/Stock Control.
* Organise and Schedule Meetings and Appointments.
* Responds to emails at the earliest time and dealing with appointments.
* Ensure busy dairy commitments, paper and travel arrangements to MD.
* Provide general support to Visitors as well as other staffs.
* Maintaining day to day operations of the office and organizing file records.
* Make travel arrangements to executives.
* Communication via phone and emails ensuring that all tasks are done accurately and delivered with high quality and in timely manner.
* Guiding and assigning the staff job duties from day to day.
* Ensure Clients meeting with MD are well taken care of.
* Retaining all the existing clients, by fulfilling their needs and requirements.
* Knows how to find new customers and understands their requirements.
* Sending Quotations/Delivery orders to Customer.
* Call customers to follow up and ensure that they are satisfied with us.
* Driving out to clients, in order to make an accurate quotation and discussing with them.
* Sales related activities like follow-up with customer for enquires, delivery & payments
* Sending introductory mails to customers.
* Deals with complaints/ suggestions in a professional manner.

**Company Name:** Samchem International FZC, R.A.K Free Trade Zone -

**Job Title:** Executive Head

**Reporting to:** Managing Director

**Duration :** For a period of 2 year [ 2010- 2012 ]

**Key Responsibilities:**

* Preparing Quotations, Invoices and Purchase/Delivery Orders to be submitted to the clients.
* Following up of Accounts Receivables with the clients and Preparing Shipping Documents like, Invoices, Packing List, COO and Bill of Lading.
* Preparing Monthly Report, Minutes of Meetings and other relevant reports.
* Receiving, sorting and prioritizing and replying to Correspondences records.
* General Administration, providing administrative support to various team members.
* Attending to all telephone calls and transferring to the right person with proper screening, handling all general enquiries, meeting and greeting clients and guests.
* Coordinate and facilitate administrator’s and executive's calendar to arrange appointments, meetings, and conferences.
* Recommend actions to be taken on office expenditures such as equipment and supply needs.

**Company Name:** Gulf Pharmaceutical Industries, RAK

**Job Title:** Department Line Boss

**Duration:** For a period of 2 years [from 2008-2010]

**Key Responsibilities:**

* Ensuring all the operations are in accordance with the line procedures.
* Role clarity for the team members.
* Encouraging New Initiatives.
* Reaching Goals & Targets

**Company Name:** Carrefour, Ras Al Khaimah

**Job Title:** Sales Promoter

**Duration:** For a period of 6 months [2007]

**Key Responsibilities:**

* Meeting customers/clients in order to find out what they require and sell products.
* Maintaining different records and evaluating the events after the task of promotion is done.
* Handling and discussing about the product to the customers.
* Able to attract customers and ensuring to meet the assigned target.