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|  |  |  | **Administrative Coordinator|Executive Assist.|Admin Assist.** |

A confident and committed administrative professional who is discreet, self-directed and Independent, with particular strengths in organizational skills, time management and multi-tasking skills.

I hold a degree in International Business Management and advanced knowledge in Front to Back Office operations with vast experience in various firm departments.

A personable and charismatic communicator and prioritization oriented individual who is able to establish effective and supportive working relationships with colleagues at all levels to attain company goals.

**Areas of Expertise Include:**

* Diary and Data management
* Travel and Correspondence management
* Front Office/Customer Service and Team Support
* Project Coordination and Events management
* Maintenance, Stocking, Office supplies
* HR processes-Staffing, On-boarding, Contracts
* Visas & Permits
* Finance, Payment

**Professional Experience**

**Dubai-based Company** **June 2017 to Dec 2019**

*A Luxury goods structures manufacturing company with over 50 running projects in UAE, the Gulf, Europe, Africa and Asia.*

**ADMINISTRATIVE COORDINATOR**

* Coordination of Front office/Reception operations
* Communications to departments, mails, emails
* Meeting rooms, Travel and hotel reservations
* Office supplies, deliveries inward and outbound.
* Petty cash and LPO
* Property cleaning, maintenance and repairs
* Managing the Office boys, Hazardous situations
* HR Support, Administration, Research and communication with Stakeholders.
* Controlled and directed expenses for travel and staff allowances.
* Work Permits, Visas and Passes for UAE, Middle East, Africa and the Gulf regions.
* Project schedules, resources, equipment and information.
* Identification and definition of project requirements, scope and objectives.
* Documentation of project progress.
* Projects Team and schedules organization.

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| **GLOMACS TRAINING & CONSULTANCY - Dubai, UAE** | **2016 to 2016** |

*Glomacs Training and Consultancy firm is an International Company that deals with provision of a wide range of Professional Courses.*

**ADMINISTRATIVE COORDINATOR**

* Orchestrated over 60 effective training sessions. Planned and coordinated with trainers and management. Sourced for training venues in the Middle East region. Coordinated with Hotels for the training sessions. Advised delegates on the aspects of the courses.
* Coordinated the travel for the Trainers ensuring timely attendance from all over the world to the training venues. Managed accommodation for the trainers.
* QA/QC-Checked and controlled the training materials for required standard and corrected non-conformities. Maintained the documentation for manuals and forms, all pre and post training sessions. Managed preparation of presentation slides. Managed the electronic materials required for the trainings.
* Handled certificates for all the training sessions with scoring and certification credentials. Document control of all processes and reports pertaining to each training session.
* Handled Sales and Marketing for the company with mailshots and follow-ups on delegates.

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| **SOLIDARITES INTERNATIONAL - Nairobi, Kenya** | **2012 to 2015** |

*Solidarites International Is a French International Humanitarian Organization Which Provides Aid For Victims Of Armed Conflict And Natural Disasters.*

**HR ADMINISTRATOR**

* Communications with candidates and whole recruitment process. Managed the On boarding of new staff, the induction program, New joiners requirements like staff ID cards, medicals, work stations etc.
* Consolidated employment contracts for staff, support for the HR manager, Computations of reports for National Office. Staff medical cover.
* Data Management: Updated the Organizational Chart, Annual Leaves, Staff monthly pay.
* Statutory Compliance: Handled all communication with Insurance companies; both medical and WIBA, National Industrial Training Authority (NITA), National Social Security Fund (NSSF), National Hospital Insurance Fund (NHIF) processes and reimbursements.
* Facilities management, was In-charge of all HR and Finance Departments office supplies (stationary, equipment)
* Data Management: Archived and filed related documents in respective files both manually and electronically on Organization HRIS (Homere)
* Events Management: Organized staff events - Annual and Quarterly Staff parties.

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| **SOLIDARITES INTERNATIONAL - Nairobi, Kenya** | **2010 to 2012** |

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**FRONT OFFICE ADMINISTRATOR & FINANCE ASSISTANT**

* Supervised the Office Team (Reception and Housekeeping team).
* Ensured availability of Office Utilities (stationery).
* Ensured proper upkeep of amenities (printers, photocopiers, meeting rooms, compound hygiene, pest control, clean desk policy). Handled Office Equipment: Ensured proper maintenance of office equipment (Photocopiers, scanners, projectors, boards).
* Finance: Managed petty cash vouchers and Cheque dissemination, Delivering instructions for bank transfers (contractors, suppliers, salaries, etc.)

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* Managed running cost payments for office and guest house (electricity, water, phone etc.)
* Managed money transfers with various agencies, Compiling monthly report for the finance meetings.
* Document control and organization of all the financial and auditing processes for the organization.

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| **SOLIDARITES INTERNATIONAL - Nairobi, Kenya** | **2008 to 2010** |

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**RECEPTIONIST**

* Responsibilities included all Front Office coordination and administration.

**OTHER SIGNIFICANT WORK EXPERIENCE CHASTEL INCORPORATION - Nairobi, Kenya**

**January 2000 to December 2006**

**PROPRIETOR**

* Chastel Incorporation was a joint venture family business that dealt in real estate and chain of Hardware Stores.
* I was in charge of Sales & Marketing, Staffing, Stocking, Book-keeping, Banking, Customer service, Staff management, Business development and Operations.

**EDUCATION AND PROFESSIONAL QUALIFICATION**

* **Bachelor of Science in International Business Management** Africa Nazarene University – Nairobi, Kenya
* **Higher National Diploma in Business Management**

Graffins College, Kenya – Affiliated with Association of Business Executives, UK

**PROFESSIONAL CERTIFICATIONS AND TRAINING**

* Certificate in ABE (Association of Business Executives)
* Certificate in computer skills (MS Office)
* Certificate in QuickBooks Accounting package
* Level 2 Certificate in French language (DELF)
* Certificate in F& B Production, Service & Sales Machakos University College

**PERSONAL DETAILS**

**Name:** Stella

**Languages**: Proficient in English and Kiswahili

**Location**: Dubai, United Arab Emirates

**IT Skills**: MS Office Suite, Email & Internet Applications, various software applications (Quickbooks, Homere, ERP)

**Contact Details:**

Contact Email : stella-264353@2freemail.com

Reference : Mr. Anup P Bhatia, Market Research HR & IT Consultant

Mobile No. :+971504973598

**REFEREES:** Available on Request

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