**BIPIN**

[**BIPIN.267734@2freemail.com**](mailto:BIPIN.267734@2freemail.com)

Executive Secretary

**SUMMARY:**

It gives me immense pleasure to introduce myself as a motivated, committed and a hard working individual seeking new challenges. I am presently employed with M/s. Al Jaber Transport and General Contracting LLC (Abu Dhabi, UAE). An efficient, organized and approachable person. I am a proficient professional with almost 7 years (in UAE) of experience to offer you. I have gained extensive knowledge in working as a Secretary Process. Possessing fast and effective secretarial skills, and having a strong administrative background with knowledge of the latest office management techniques and experience of using software packages. Having a comprehensive understanding of attending meetings, preparing agendas, and maintaining departmental electronic and manual filing systems. Handling confidential information in line with the firms data security protocols.

**Specialties:** Process Analysis/Improvements, Staff Training, Quality assurance, Business analysis, Reports generation and documentation, Meeting arrangements, Travel arrangements, Organizing events, Mail management, Effective document filing system, Database management, Excellent communicator.

I enclose my resume as a first step in exploring the possibilities of employment with your organization.

**SKILLS & COMPETENCIES:**

|  |  |
| --- | --- |
| * Management and Administration * Client Management * Organizational & Time Management * Computerized and Manual filing System * Reports generation * Interdepartmental coordination | * Creating invoices * Filing receipts * Coordinating with Managing Director * Excellent Communication * Data security and protocols |

**TOOLS:**

|  |  |
| --- | --- |
| * MS Outlook * MS Office | * Windows XP, Windows 7 * Use of office equipments |

**EDUCATION:**

**Bachelors of Arts (2002)**  
*University of Calicut*

**HSE (1999)**  
*University of Calicut*

**Matriculation (1997)**  
*Kerala State Board*

**CERTIFICATIONS:**

**Advance course in computer programming.**

*NIIT (India)*

**PROFESSIONAL QUALIFICATION**

Advance course in computer programming from NIIT Institution

**COMPUTER ORIENTATION**

Operating System **:** Microsoft Windows XP, Microsoft Windows 7

Software Exposure **:** Microsoft Office, Internet etc…

**PROFESSIONAL EXPERIENCE:**

**Executive Secretary – Al Jaber Transport & General Cont. LLC (Abu Dhabi, UAE)** - *2008 – Till Present.*

**Projects Worked in Al Jaber: Etihad Railway Project**

**Al Raha Beach Landfill Reclamation Works**

**Al Ain Maintenance Project**

**AJC Safety Department**

* prepare and manage correspondence, reports and documents
* organize and coordinate meetings, conferences, travel arrangements
* arrange and confirm appointments
* organize internal and external events
* Managing Computerized and Manual filing system
* Maintain record database
* Coordinating with internal and external departments
* Organizational and time management system
* Dealing with financial documents
* Coordinating with Managing Director for further processing
* Following data security and protocols
* Mail Management

**Warehouse Manager - Sree Marketing- Gujarat Whole Sale Tiles Depot (KERALA, INDIA) -** *2007 - 2008*

* Strategic competitive analysis for major products, extended SWOT analysis for major competitors
* Monitored competitors and designed new templates for market research
* Constant interaction with suppliers.
* Liaising with customers, suppliers and transport companies
* Planning, coordinating and monitoring the receipt, order assembly and dispatch of goods
* Coordinating the use of automated and computerized systems where necessary
* Responding to and dealing with customer communication by email and telephone
* Keeping stock control systems up to date and making sure inventories are accurate
* Planning future capacity requirements
* Producing regular reports and statistics on a daily, weekly and monthly basis
* To motivate the office employees in my unit.
* Financial reporting to be sent to Head Office, daily/ weekly/ monthly/ annual basis.
* To assign work to different office assistants according to their abilities.

**Office Manager - Excellent Projects India Pvt. Ltd (Mumbai) INDIA (Reliance Undertaking)** - *2005 – 2007*

* Supervises the daily operations of office services team.
* Arranges for office services such as communications, contracted security services, Preparation of documents, faxing and mail distribution.
* Typically reports to a manager
* Enforce discipline
* To motivate the office employees in my unit.
* To initiate corrective steps, where necessary to improve work performance.
* To schedule work so as to maintain an even and steady flow
* To comply with organizational policies.
* To provide congenial work atmosphere
* To assign work to different office assistants according to their abilities.

**Showroom In-charge - LG showroom – Mumbai (INDIA)**  
*2004 – 2005*

* Maintaining the Brand image to the highest standards.
* Ensuring the Showroom and all displays are neat and well displayed.
* Responsibility for stock management and ordering.
* Organize showroom maintenance and refits as needed.
* To deal promptly with Customer complaints, liaising with customer services in order to resolve customer issues
* To provide accurate advice on color and suitability.
* To produce a monthly report covering objectives set, results achieved and sales reports.
* Ensuring daily banking is reconciled and banked accurately.
* Financial reporting to be sent to Head Office, daily/ weekly/ monthly/ annual basis.
* Ensure safe and appropriate handling and storage of Materials.

**PROFESSIONAL DETAILS**

Total Experience **:** 7 Years in UAE

Notice period **:** One month

Current salary **:** AED 5500 Dhs.

Expected salary **:** AED 7000 Dhs.

**PERSONAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Of Birth | | 03 Sept 1978 | |
| Gender | | Male | |
| Marital Status | | Married | |
| Nationality  Languages Known | | Indian  English, Hindi, Malayalam, Bengali, Tamil & Oriya | |
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I hereby declare that the details furnished above are true to best of my knowledge and belief.