**First Name of Application CV No 1620978**

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Seeking a successful career in an organization that promotes growth and skill enhancements through persistence and hard work. Capable of performing multitasks and work under pressure, quick learner, self-motivated with high degree of attention and commitment to work.

**Professional Excellence Summary**

* 9 years of experience in office administration.
* Proven record of managing administrative support functions proactively.
* Hands-on experience in interfacing with external companies regarding sensitive information.
* Extremely skilled in facilitating information flow between different departments and key program members.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| – File Keeping | – Mail room maintance | – Calendar Keeping |
| – Meeting Coordination | – Database Management | – Client Interaction |
| – Travel Arrangements | – Office Upkeep | – Agenda Setting |
|  |  |  |

**Professional Certification Courses**

* Diploma in computer applications.
* B.Com from Osmania University.
* Intermediate CEC from Narayana Junior College.
* SSC Board of Secondary Education from Venus Sai Niketan High School

**Technical Skills**

|  |  |  |
| --- | --- | --- |
| * Microsoft Office | * Outlook & Lotus Notes | * Database & Spreadsheet |
| * Windows XP, 7 & 8.1. | * E-file System | * Online Inventory. |
| * Social Media | * Typing Speed: 60 WPM |  |

**Professional Background:-**

**Position: - Admin Assistant**

**EMIRATES ISLAMIC BANK**

**Dubai, United Arab Emirates**

**From October 2007 to March 2010**

* Ensure the efficient day-to-day operation of the office, and support the work of management and other staff.
* Use computer word processing, spreadsheet, Excel and database software to prepare reports, memos, and documents
* Sort incoming mail, faxes, and courier deliveries for distribution
* Prepare and send outgoing faxes, mail, and courier parcels
* Forward incoming general e-mails to the appropriate staff member
* Purchase, receive and store the office supplies ensuring that basic supplies are always available
* Code and file material according to the established procedures
* Provide secretarial and administrative support to management and other staff
* Provide information and advice relevant to the specific customer needs and deliver appropriate services.
* Attend to the customer problem and complaints referring issues beyond the role limit to appropriate points of reference.
* Managing of all incoming fax., courier & forwarding to the concerned person
* Monitoring and updating of all incoming and outgoing documents
* Maintains proper filing system for incoming/outgoing correspondence documents
* Devising, organizing, storing and maintaining bank filing system for official documents.
* Assists Tellers on their day-to-day transactions, preparation of PDC’s to be sent in Head Office, filing of various reports and daily transactions vouchers.
* Provides daily, weekly, monthly reports and technical support to the department in order to have smooth transition of every project.
* Ensuring the bank is collating information kept in a good appearance.

**Professional Background:-**

**Position: -Admin Coordinator**

**UNICARE MEDICAL CENTRE**

**Dubai, United Arab Emirates**

**From April 2010 to April 2013**

* Responsible for a wide array of duties, including maintaining confidentiality among the executive-level team and representing the organization to other businesses at the executive level
* Juggling phone calls, handling mail and offering administrative advice when needed.
* Maintains office supplies inventory by checking stock to determine inventory level anticipating needed supplies evaluating new office products; verifying receipt of supplies.
* Performs a variety of administrative or executive support task that are highly confidential and sensitive.
* Interact courteously and guide customers to the appropriate service points, where relevant.
* Provide information and advice relevant to the specific customer needs and deliver appropriate services.
* Attend to the customer problem and complaints referring issues beyond the role limit to appropriate points of reference.
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Observe confidential procedures and register/ track accountable or statutory documentation in order to ensure appropriate level of confidentiality, security and control.
* Maintains department schedule by maintaining calendars for department personnel; arranging meetings conferences, teleconferences, and travel.
* Maintaining relations with existing customers through telecom and mails.
* Communicate and coordinate with internal departments.
* Monitoring and updating of all incoming and outgoing documents.
* Take care of confidential files, matters and documents for senior management.
* Establish and maintain records and filing systems replenish stationery, office upkeep and arrange for the operation of equipment to ensure efficient and effective functioning of the department.
* Handle internal / external co-ordination with people in order to deal with standard problems and escalate others while ensuring customer friendly image.

**Professional Background:-**

**Position: - Admin Executive**

**DuPont India Private Ltd**

**India, Hyderabad**

**From August 2013 to Till Date**

* Provides confidential secretarial and administrative support for the principal executives, include managing the schedule, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
* Maintenance of office equipment’s i.e. Fax, photocopier, Shredders, Binders, Tea Coffee vending machines, Water dispensers etc.
* Monitoring the Mail Dispatch Desk and implementing processes for prompt distribution of inward mails.
* Ensuring maintenance of optimum inventory levels in the stores and maintaining business relations with vendors for the procurement of necessary items for the office.
* Ensure smooth and effective event management for visitors.
* Responsible for maintaining the databases, generate reports , check emails, mails and send prompt replies for the action to be taken in a timely manner.

Personal Details

Date of Birth : 02-08-1988

Nationality : Indian

Religion : Islam

Marital Status : Single

Languages Known : English, Hindi, and Telugu.