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| **RESUME** | | | | | | | | | | |
| **First Name of Application CV No 1621566**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> | | | | | | | | | | |
|  | | | | **SUMMARY** | | |  | | | |
| A dedicated and accomplished administrative professional with wide experience in Secretarial, Sales coordination in diverse business environments that demand strong organizational, technical and interpersonal skills. Quick learner, Self-motivated, Result oriented professional with demonstrated ability in Management Skills, and an ability to deal with cross-cultural communications. A resilient problem-solver who is both outgoing and achievement-driven. Effective at collaborating with others to achieve established goals. | | | | | | | | | | |
| **SUMMARY** | | | **AREAS Of EXPERTISE** | | | | |  | | |
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| * **Excellent Interpersonal Skills** | | * **Office Management** | | | | | | | * **Problem Solving Skills** | |
| * **Excellent Communication Skills** | | * **Vendor Development & Relations** | | | | | | | * **Team Management & Motivation** | |
| * **Negotiation skills** | |  | | | | | | |  | |
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|  | | | **PROFESSIONAL EXPERIENCES** | | | | |  | | |
| **Executive Assistant** | | | | | | | | | | |
| **Johnson Tiles** | | | | | **(Nov’ 2011 till April 2014)** | | | | | |
| Established in 1958, Johnson Tiles is the pioneer of ceramic tiles. Over the past five decades, HRJ has added various product categories to offer complete solutions to its customers. Today, it enjoys the reputation of being the only entity to offer end-to-end solutions of Tiles, Sanitary ware, Bath Fittings, Kitchens, and Engineered Marble & Quartz.  *Main Roles & Responsibilities*   * Preparing the Management reports by collecting data from various departments and SAP. * Creating spreadsheets, presentations, newsletters and word documents. * Communicating and corresponding with clients and group companies on behalf of the Director. * Making Travel arrangements, hotel booking. * Maintaining a diary for ED’s appointments and schedule meetings. * Preparing petty cash and expense statements. * Filing and keeping an updated record of all confidential data. * Monitoring and responding to e-mails. * Preparing agendas. * Preparing and distributing minutes and action lists from meetings. * Researching and compiling information.   Role in the Marketing and Sales Department :   * Preparing the sales report on a daily basis through SAP. * Creating Dealer codes and drafting the dealer agreements. * Co-ordinating with the sales team. * Preparing the letters, quotations and invoices. * Filing the sales records and documents in a systematic manner. * Answering the queries of customers in a polite and friendly manner. * Handling tickets, arrangement of dealer international trips, hotel accommodation, etc.     **Executive Assistant** | | | | | | | | | | |
| **Frimex Gulf Company** | | | | | **Dubai (Nov’2004 till April 2011)** | | | | | |
| The regional co-ordinating office for National Foods Industries Co. Ltd., and National Biscuits and Confectionery Co. Ltd., Saudi Arabia. Main brands being Luna, Green Farms and in the Confectionary section, Teashop, Memories and Al Batal Chips.  *Main Roles & Responsibilities*   * Assisting the General Manager – Sales Department with the day to day operational functions all over GCC and Africa. * Co-ordinating with the Head Office and GCC distributors and getting the orders logged in the system. * Preparing commercial documents like quotations, invoices. * Processing the orders taken and organizing the shipments/dispatches on a timely basis. * Checking and keeping a track of the stock and orders in the SAP system. * Handled complex itinerary, ticket reservation, hotel booking for the senior personnel and clients. * Preparing the yearly budget and working out the price list for the distributors. * Managed all executive level administrative/secretarial tasks and also involved in administer, plan and organizing the direct activities of various support functions within the organization. * Coordinate and schedule meetings, conferences, events and appointments. * Liaising with Insurance companies and keeping a record of the premiums, payment. * Monitoring customer outstanding. * Handled all incoming and outgoing email, mail, courier and fax. | | | | | | | | | | |
| **Operations Executive** | | | | |  | | | | | |
| **Weststar Shipping Co. LLC.** | | | | | **Dubai (Mar’2004 to June’2004)** | | | | | |
| *Main Roles & Responsibilities*   * Reporting to the Operations Manager. * Preparing all LCL shipment documents like Manifest, B/L and sending the same to the shipping agent. * Checking with the shipping line and the fixing the best available dates for the containers on priority basis. * Preparing invoices and sending the same to our customers. * Attend all logistics operation related customer queries; independently handle quotations & correspondence with local and overseas clients. * Independently responsible for co-ordination and managing operations. * Manage complete responsibility from inception to handover. * To forward documents to customs clearance department and update system. * Follow management instructions and work as per their advice and instructions.  |  |  | | --- | --- | | **Documentation Representative** |  | | **Emirates Airlines** | **Dubai (April’2002 to Feb’2004))** |   *Main Roles & Responsibilities*   * Reporting to the Revenue and Cost Manager. * Conducting a quality check on fraudulent cases and mismatch of the various ticket batches of different sectors. * RR entry of the tickets of sectors. * Fully ensuring that the batch is totally tallied without any problem. * Preparing the travel documents file and arranging them sector wise. * To Co-ordinate with various departments  |  |  | | --- | --- | | **Secretary** |  | | **Adamallys Shipchandlers Co. LLC.** | **Dubai (Oct’2001 to Mar’2002))** |   *Main Roles & Responsibilities*   * Reporting to the Chairman. * Preparing all confidential letters. * Checking emails, faxes and answering the telephone calls for the Chairman. * Hotel arrangements and ticket booking for the Management team. * Handling all the purchase enquires for the ships. * Preparing quotations, invoices and ensuring that timely deliveries are taken place.  |  |  | | --- | --- | | **Executive Assistant** |  | | **Mirc Electronics Co. Ltd.** | **Mumbai (April’1997 to Sept’2001)** |   *Main Roles & Responsibilities*   * Reporting to the General Manager – Finance * Handled Import L/C documentation and negotiation letters. * Checking payments due and collections. * Managed petty cash, inventory, travelling expenses, member statements, cash reimbursement, and generated reports pertaining to this * Handling all personal & confidential letters. * Preparing the confidential letters for the COO – Finance. * Handled all inward & outward email, fax, mail and correspondence * Interacted with clients both local & international and other group companies to arrange and coordinate special events that include reception, meeting and seminars * Executed all tasks related to nature of its operations including administrative, secretarial and customer support | | | | | | | | | | |
|  | | | **EDUCATIONAL QUALIFICATIONS** | | | | |  | | |
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|  | Graduate in Commerce from Mumbai University, India. | | | | | | | | | |
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|  | | | **P.C. / I.T. SKILLS** | | | | |  | | |
| * Diploma in Computer Applications (Ms. Word, Ms. Excel, M.S. Power Point, Ms. Outlook). * Knowledge of SAP. * Certified course in Basic Arabic * Certified course in Secretarial practice and typing. | | | | | | | | | | |
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|  | | | **PERSONAL DETAILS** | | | | |  | | |
| Date of Birth : 24th May 1976  Marital Status : Married  Languages : English, Hindi, Konkani,Marathi. | | | | | | | | | | |