**First Name of Application CV No 162862**

Whatsapp Mobile: +971504753686



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**Career Objective:**

To eagerly seek a responsible position and challenging and rewarding career in **Human Resource, supervisory**, **secretarial**, **administrative**, **accounting**, **Public Relation**, **Customer Service** and **Call centre**. And deploy acquired skills and education in a result oriented company for continued self-growth and enhancement of the organisation.

**Academic Profile:**

PUC: St. Agnes College, Mangalore in 1995-96.

DCA: Diploma in Computer Applications at MICE, Mangalore, in 1996-97

BA: Bachelor’s Degree in Arts, St. Agnes College, Mangalore in 1996-99.

MS-Office: at St. Aloysius Mangalore in 1999.

**Others Qualifications:**

“Boutique Orientation Programme” course from Titan Industries Limited, Bangalore, India in 2000.

“GPS” training for SGH GPS and HBME GPS payments

**Work Experience:**

1. Worked as a Customer Relation Officer for “Tanishq The Jeweler’ Mangalore, from Oct. 2000 to Dec. 2002.
2. Worked as PRO for ‘Adroit Group’ Bangalore, from Jan 2003 to Mar. 2005. (Part-time)
3. Worked as a Front Office Exec. For ‘Sagar Apollo Hospital’ Bangalore from Feb. 2003 to March 2006.
4. Worked as Front Office Sr. Exec for ‘Shahi Exports Pvt. Ltd.,’ Bangalore from Apr. 2006 to July 2007.
5. Worked as Sr. CSE for ‘HSBC Data processing unit’ Bangalore from Sept. 2007 to Apr. 2011.
6. Worked as a Sr. Process Executive at ‘Cognizant’ Mangalore, since August 2011 to 21st March 2014.
7. Worked for “Rohan Corporation” Mangalore, as a Manager for Tele Marketing Team, Since April 2014 till January 2015.
8. Currently working with New shield Insurance Brokers LLC, Dubai, U.A.E., as Manager – HR & Admin department since April 2015 till date.

**Job Responsibilities:**

 Human resource, dealing with employees affairs

 Short listing candidates from different sources

 Screening and scheduling the shortlisted candidates for interview

Interview process etc.

In-charge and completely responsible for Admin departments activities

Manage day to day business meetings schedule for the Management

Tickets booking for Management's business tours

Coordinate and assign work to the messengers and drivers

Handle the entire Admin team

Fax, couriers and clients calls monitoring and handling

Event organiser, assign work to PRO

Counter Sales, Trained the employees on sales

OPD, Front Desk and Admission desk

Student admissions and counseling

Documents verifications

Front office and guest relations

Housekeeping Supervisor

Admin Assistance

Schedule meetings and Trainings

Middle East Dubai, U.A.E Payments processing

UK payments processing

FOREX loading and rates booking

Singapore branch payments processing

Selling Credit cards to the UK bank account holders

Trained employees on payments process

Work Life balance committee member

US Mortgage Inbound and Outbound calls handling

Outreach Group committee member

Lead creation and increase business opportunities

Lead generation process training

Manager Tele-Marketing team of 9 members

Report generation

Real estate deals closures

**Personal Skills:**

1. Enthusiastic, inquisitive and hardworking candidate who looks forward to a challenging job.
2. Ability to deal with people diplomatically, willingness to learn, Team facilitator.
3. Excellent Team Handling, learning and Training ability
4. Front Office supervisor
5. Inbound and Out Bound Calls Handling

**Hobbies:**

* Listening to Music
* Watching Movies
* Shopping
* Watching kids play

**Personal Data:**

Date of Birth : 01.09.1978

Sex : Female

Nationality : Indian

Expiry Date : 26/07/2021

Marital Status : Single

Languages Known : English, Hindi, Kannada, Tulu, Konkani, Urdu etc.,