**First Name of Application CV No 1623348**

Whatsapp Mobile: +971504753686



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**OBJECTIVE:**

Seeking a challenging position in a reputed organization preferable based in UAE. Having the ability to handle complex assignments effectively& possessing the confidence to work as part of a team or independently. Willing to take up challenging roles.

**CAPABILITIES:**

* + Highly organized and detail oriented professional with the proven ability to provide an effective and efficient administrative support to internal and external clients.
  + Able to prioritize and complete multiple tasks and follow through to achieve project goals because of dedication and focus in work.
  + Has the ability to acquire new skills, knowledge and absorb new system solutions and methods to improve business efficiency.
  + A proven team player who works well with people and able to grow positive relationship between clients and colleagues at all organizational levels.
  + Independent and self-motivated professional with excellent telephone customer service, writing and computer skills.
  + Ability to handle any software systems with minimal guidance

**WORK EXPERIENCE IN DUBAI:**

September 2007 to September 20015

**ASSICURAZIONI GENERALI S.p.A**

DIFC Branch Dubai

8 year Office Assistant & Administration Assistance

* Last Six month Experience as a **PRO Assistant.**
* Handling the clerical and administration tasks.
* Assisting operation team issuance of policy verifying clients’ detail data entry in the policy admin system printing of policy documents.
* Filling key documents as per the requirement of the office managers.
* Preparing marketing brochures setts for sales and admin teams and dispatching them to brokers.
* Maintaining fax log related to office works.
* Assisting in preparing payment requisitions payable for vendors.
* Assisting documents processing (e.g. photocopying, documents binding for meetings etc.), as assigned by the office managers and also according to the needs of the office.
* Managing reception area, including greeting visitors and responding to telephone and in person requests for information.
* Responsible for office supplies and printing procurement and administration which includes preparing requisitions and purchase orders.
* Coordinates and negotiate with vendors for quotations and validate materials.
* Prepare and process purchase requests, quotation comparison, approvals and purchase orders.
* Ordered processing for vendors and acted as primary contact with vendors related to office supplies.
* Maintaining store room, which contains marketing brochures, policy documents etc.
* Responsible for archiving policy documents.
* Responsible for logistics functions. This includes preparing documents, tracking and handling shipment queries etc.
* Data entry and loading other necessary information into the software programs (e.g., logistics systems – SpeedEX, Aramex ,DHL etc.)
* Distributing mails and couriers to respective department and staffs.
* Banking functions and post office works.

**ACADEMIC:**

**Bachelor of Art – Graduate**

Dr. Ram Manohar Lohia Awadh University, Faizabad – India

Year of completion – 2002

**TECHNICAL QUALIFICATION:**

* + Operating system: Any Windows
  + Packages: MS Office (Word, Excel, PowerPoint, Internet, Email)
  + Typing skills – 30 words per minutes.

**PERSONAL INFORMATION:**

Citizenship : Indian

Birth Date : 10 August, 1982

Language : English, Hindi Urdu and Arabic (understood)