ANITHA

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**BIO-DATA**

# Desired Position : Administration/Reception

Sales coordinator/Document control

Experience level : 2 years in Dubai.

Total Level of experiences : 7 years.

**Objective:**

To secure a position with a stable and profitable organization, where I can be a member of Team and utilize all my skills to the fullest.

**Professional Skills:**

* Proficient with computer literate like Microsoft office with average typing speed of 40WPM.
* Record Maintenance and database maintenance skills.
* Knowledge of supplies, equipment, service ordering and inventory control.
* Organizing and coordinating skills.
* Ticket booking and purchasing stationery stock for offices.
* Ability to handle all clerical duties and phone calls.
* Document controlling for all departments.
* Handling customer complaints and customer service handling.

**Professional Experience:**

**SPIRA POWER GASKET MANUFACTURING COMPANY - DUBAI.**

March 2014 - Till Date **(Reception & Administration Department)**

**Roles and Responsibilities:**

* Greeting clients and telephone callers to find out the nature of their enquiry.
* Photocopying and scanning all job orders.
* Record and update database of customer.
* Document controlling for all the departments.
* Arranging courier to deliver the material (TNT, DHL, JBC).
* Carryout word processing, filling the files, mail-outs.
* Co-ordinate with production department for finished goods.
* Receive payments and order stationery and office supplies.
* Managing Emails and correspondence.
* Maintain the petty-cash.
* Carried out task dictated by supervisors from time to time.
* Monitor to moments of employee and report to management on any discrepancy.
* Travel ticket booking, office maintenance, stationery and other purchase part handling.
* Daily report to operational manager & client.

**WORKED IN ICICI BANK AT ADYAR BRANCH CHENNAI.**

OCT 2009 to FEB 2014 as (**Administration & Coordinator Department**)

**Roles and Responsibilities:**

* To resolve customer queries and complaints.
* Maintaining document filing and remarkable experience in administrating and coordinating banking process.
* Handling manpower statistics(maintain personal files, leave register and leave entries)
* Creating and modifying documents as needed using Microsoft office.
* Coordinate’s schedules and confirm meetings and travel arrangements for official trips
* Secures information by completing database backups.
* Making the call with coordinate with sales people to finish the targets as per day to day.
* Handling daily, monthly and quarterly reports of the team by a prompt follow-up.
* Analyzing the team’s performance and reporting to sales manager.
* Coordinate and facilatecalendar to arrange appointment, meeting and conferences.
* To fulfill documentation on client to get loan from our bank.

**Education Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education Hired** | **School/Institution** | **Year** | **Percentage** |
| B.com (CA) | Annamalai university, Chennai | 2005 -2007 | 60.02% |
| Higher secondary | Oriental hr.sec school Kumbakonam | 2003-2004 | 51% |
| SSLC | Oriental hr.sec school Kumbakonam | 2001-2002 | 64% |

**Personal details:**

Marital status : Single

Date of Birth : 04.03.1986

Nationality : Indian

Languages Known : English, Tamil and Malayalam