**First Name of Application CV No 1639542**

Whatsapp Mobile: +971504753686



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**CareerObjective**

Challenging and rewarding career in an organization that offers potential growth and opportunities and where my capabilities can be utilized.

**PROFICIENCY FORTE**

* Quick learner -Adapts easily to new concepts and responsibilities.
* Able to effectively communicate with individuals at all levels of any organization.
* Business and professional relationship with clients.
* Extensive working computer knowledge, including MS Office, Excel

**CareerHighlights**

**M/s Water Bird Water Treatment Chemicals, Abu Dhabi.**

**Secretary/ Administration from June 2013-February 2016**

Remarkable Accomplishments across Profiles:

* Handling all the documents related to projects.
* Receiving and distributing incoming and outgoing documentation.
* Distributing, scanning, indexing, filing, and archiving documents such as material submittals, drawings, financial contracts, financial documents, invoices, enquiry and quotations.
* Filing and archiving enquiry related documents.
* Ensuring efficient retrieval and tracking of project related documents, both electronically and in paper copies.
* Preparing Quotations for Chilled water, disinfection and Filtration & sending to clients as per the enquiry given by Sales Executive.
* Preparing Quotations as per the Format Given by TAKREER, GASCO, ADNOC, ADCO, NMDC and other oil companies.
* Preparing Cost Sheet & Local Purchase orders to Suppliers as per the instructions given.
* Preparing orders for the supply of goods.
* Preparing Commercial & Performa Invoice against Letter of Credit.
* Speaking to clients regarding enquiries & following up on Delivery, Invoices & Payments.
* Reporting the general manager on day to day task.
* Arranging meetings with clients for the project director.
* Preparing Submittals documents along with the attachments until it’s approved from the concerned department.
* Helping accounts Department in following up for payments.
* Preparing Chilled water Reports as per the parameters given by the Engineer.

**Hutchison 3 Global Services (Vodafone Australia - India)**

**Sales Support Advisor / Customer Service 15th May 2012 till 01st February 2013**

Remarkable Accomplishments across Profiles:

* Dealing with dealer & customers in regards to activation of Vodafone sim cards.
* Customer service with regards to issues with bills & handset.
* Assistance to the dealers with regards to sales & offers available for customers.
* Giving start to end resolution to all the customers.

**Royal Caribbean Cruise Liners.**

**Customer Service Representative/** **Security In charge. From 05th February 2011 till 13th April 2012**

Remarkable Accomplishments across Profiles:

* Passenger profiling checking of Passport, Visa, Immigration.
* Checking Screening Dangerous Goods &Valuable with proper document check.
* Estimate Time of Arrival and Departure Check .
* Passenger Lost and found Luggage handling with customer service department and clearance.
* Operation Checks on CCTV at the Baggage make up area.
* Handling customer queries.

**Hutchison 3 Global Services (Vodafone Australia - India)**

**Sales Support Advisor / Customer Service From 13th April 2010 till 02th February 2011**

Remarkable Accomplishments across Profiles:

* Dealing with dealer & customers in regards to activation of Vodafone sim cards.
* Customer service with regards to issues with bills & handset.
* Assistance to the dealers with regards to sales & offers available for customers.
* Giving start to end resolution to all the customers.

**Amana Contracting and Steel Buildings, Dubai.**

**Secretary/ Administration. From 26th August 2008 till February 2009**

Remarkable Accomplishments across Profiles:

* Maintaining and updating various registers for Enquiries and Quotations.
* Preparing Memo’s.
* Drafting Letters.
* Updating the staff records.
* Helping HR Department in Payroll, timecards.

**International Foundation Group L.L.C. Dubai.**

**Secretary/ Administration From 12th November 2006 till 26th,August 2008**

Remarkable Accomplishments across Profiles:

* Maintain & update the enquiry register upon receipt of enquiry.
* Highlight the date of receipt, date quotation is required, job status.
* Forward enquiry to the estimation department as per ISO procedure.
* Attend to non-technical customer complaints.
* Coordinating with the concerned personnel in resolving these complaints.
* Updating the staff records.
* Assisting in interviewing the new staff.
* Training the new staff for engineering department.
* Handling ticketing for the complete company.
* Giving new ideas to the manager for a better working atmosphere.
* Arranging for annual staff party.
* Keeping track of all accommodation & vehicles of the company.
* Helping HR Department in Payroll.

**Scholastics**

* Bachelor’s Degree from Maharashtra board India.
* Secondary School Certificate from Maharashtra board India.
* Higher Secondary School Certificate Maharashtra board

**Trainings Attended**

* Communication Skills Training, Secretarial Course, Administration course.

**IT Skills**

* MS Office - Excel, Word, PowerPoint, Outlook .

**Leisure Pursuit**

Playing outdoor Sports, Writing, Reading, Sketching, Net Surfing and listening to music

**Personal Dossier**

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| Date of Birth | **:** | July 09,1988 |
| Nationality | **:** | Indian |
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| Languages Known | **:** | English, Hindi, Marathi, Konkani. |