**First Name of Application CV No 1645290**

Whatsapp Mobile: +971504753686



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**OVERVIEW:**

A resourceful, well motivated and dedicated professional experienced in Administration, Reacts positively in demanding situations. High degree of adaptability and ability to work with teams, relationship building, negotiation, analytical skills and ability in liaising

**OBJECTIVE:**

***Seeking a challenging position to contribute my skills and experience for the potential growth of an organization with a high degree of performance and business ethics.***

**KEY SKILLS:**

* Excellent skills in Administration.
* Strong analytical and organizational skills
* Detail,efficient and goal oriented
* Enthusiastic,versatile,problem solver ,juggler multiple tasks,responds creatively and quickly with conventional or unconventional solutions

**EXECUTIVE SUMMARY:**

**►** *13 Years’ Experience in Administration jobs*

**EDUCATIONAL QUALIFICATION:**

*Passed Secondary School Leaving Certificate (S.S.L.C)*

Pursuing B.A through Open University Scheme

**COMPUTER SKILLS:**

* Operating System: All Windows Os
* Packages             : Ms Office (Word, Excel, PowerPoint, Visio etc.)

**PRESENT EMPLOYMENT STATUS:** Working with AL MANAMA GROUP, AJMAN as HR Assistant since September 2015 to till date.

**PREVIOUS WORK EXPERIENCE:**

**Associated Road Carriers Limited,Mumbai, India**

**Position: System Supervisor**

**(From: October 1999 to February 2007**

* **General Job Responsibilities**:
* Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
* Records data by operating data entry equipment; coding information; resolving processing problems.
* Protects organization's value by keeping information confidential.
* Accomplishes department and organization mission by completing related results as needed.
* Skills/Qualifications: Data Entry Skills, Typing, Confidentiality, Attention to Detail, Thoroughness, Independence, Documentation Skills, Problem Solving, Analyzing Information, Dependability, Results Driven

**Shell Tran source (BPO), Mumbai, India**

**Position: Verification Executive**

* **From: February 2007 to November 2007(Temporary Job)**
* **General Job Responsibilities**:
* Data Entry
* Identifying legal Documents
* Verifying and Indexing of “Legal Documents” of “Florida State Duval Country” U.S.A
* Legal Documents like “Mortgage, Deed, Affidavit, Notice of Lien, Judgment/Sentence etc.
* 38 types of legal documents are verified

**Abu Dhabi National Hotels Compass Middle East L.L.C**

**Position: Secretary (to the Operations Manager) cum Visa Coordinator**

**From: September 2008 to October 2011**

**General Job Responsibilities (Secretary cum Operation Supervisor)**

To provide a variety of administration duties for the Department Manager, Including dealing with all related mail, typing documents, handling telephone calls, maintaining files and registers of information and other assisting staff with related work. Ensures that a smooth and efficient service is provided and that confidentiality is maintained.

* **Visa Coordinator Job Responsibilities-General:**
* Receiving Visa applications from different Segments
* Proper verification of documents required for visa application
* Processing visa applications and forwarding them to the PRO
* Arranging Visa drop off at Airports & Assisting PRO with administrative duties.
* **Lifeline Hospital Al Musaffah L.L.C (Joint Commission International Accredited Hospital)**
* **Position: Secretary to the General Manager**
* **From: November 2011 to July 2013.**

**General Job Responsibilities:**

Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

**Main Job Tasks and Responsibilities:**

* Prepare and manage correspondence, reports and documents
* Organize and coordinate meetings, conferences, travel arrangements
* Take, type and distribute minutes of meetings
* Implement and maintain office systems
* Maintain schedules and calendars
* Arrange and confirm appointments
* organize internal and external events
* Handle incoming mail and other material
* Set up and maintain filing systems
* Set up work procedures
* Collate information
* Maintain databases
* Communicate verbally and in writing to answer inquiries and provide information
* Liaison with internal and external contacts
* Coordinate the flow of information both internally and externally
* Operate office equipment
* **Actively took part in Joint Commission International Accreditation (JCIA) Preparation process team and Audit in the year 2012**

**LANGUAGES KNOWN:**

**English, Hindi, Urdu, Gujarati, Marathi, Malayalam, Tamil**

**PERSONAL DATA:**

Nationality : Indian

Date of Birth : 18th May 1979

Sex : Male

Marital status : Married

Religion : Hindu

**PERSONAL TRAITS:**

* Positive attitude
* A good team player in a fast paced environment
* Hardworking & Sincere
* Ability to work under pressure
* Understanding and adaptability