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|  | **Career objectives** |  |

A multifaceted professional with total experience of 7 years of administrative experience in a diversified business that demands strong interpersonal skills, Dedicated, Self-motivated, result oriented professional with demonstrated abilities in management, with effective cross-cultural communications. A resilient problem-solver that is both outgoing and achievement-driven. Effective at collaborating with others to achieve established goals, while contribute towards the growth and success of the organization. Seeking challenging position in a professional organization of high repute, where I can contribute with my knowledge and skills, towards the success of organization

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|  | **profile** |  |

* Can speak English and Hindi.
* Have excellent computer skills.
* Excellent presentation & convincing skills.
* Experienced in processing enquiries from the customers face to face.
* Demonstrated ability to create client loyalty beyond sales relationship.
* An excellent team player who works well independently or a part of a team.
* Strongly commercial with excellent communication and influencing skills.
* Can multi-task & work under pressure to meet deadlines without sacrificing quality of output.
* Well disciplined; hard working.

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|  | **Career Snap Shot** |  |

* Admin Executive , Acton Labs, Bangalore, India, (July 2006 – July2008)
* Admin Assistant, Acton Labs, Bangalore, India(July2008 -July2010)
* Administrative Assistant Manager, Acton Labs, Bangalore, India (May 2010 - December 2013)
* Administration Manager, Acton Labs ,Bangalore ,India(December 2013)

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|  | **professional experience** |  |

**Job profile**

Acton Labs,Bangalore, India 2006-2008

**Administrative Executive**

* Managed daily schedules and meetings of top level management executives. Used electronic calendaring techniques to maintain schedules.
* Recorded minutes of meeting of organizational – level meetings and meetings with clients and vendors.
* Performed tasks such as arranging flights, personal transportation to clients and management.
* Co-ordinated with different teams within company such as marketing and sales and production, logistics etc to arrange meetings.

acton labs,Bangalore, India 2008- 2010

**Administration Assistant**

* Ensured smooth operation of all office equipment by regularly scheduling repairs and other maintenance.
* Updated reporting and filing procedures by constantly revising the systems within the office
* Tracked the inventory levels continuously to ensure availability of office supplies for the smooth functioning of the office.

Acton Labs,Bangalore, India 2010 - 2013

**Administration Assistant Manager**

* Maintained records of irregularities of employees and reported them to the administrative manager
* Continuously improved the filing and retrieval systems within the office.
* Anticipated the needs of different departments with regards to office supplies and other communication essentials.

Acton Labs,Bangalore, India 2013 - 2014

**Administration Manager**

* Mentored assistant managers and oversaw the activities of assistant managers.
* Recruited, trained and managed administrative staff and provided training for employees.
* Actively managed results expected from staff by communicating job requirements and enforced policies and procedures.
* Helped meet financial goals by constantly monitoring costs and negotiating good prices for office supplies.

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|  | **qualification and skills** |  |

**QUALIFICATION AND SKILLS**

* Completed 10th from Bangalore in 2003
* completed 12th from Bangalore in 2006
* Completed 2nd year of BBA from Amity University in Dubai.
* Corel draw, Photoshop 7
* basics of C , C++ , Java
* proficient in web designing and SQL

**Languages Known**

English, Hindi

**First Name of Application CV No:** **1672884**

Whatsapp Mobile: +971504753686

