Ms. VINOKA

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**PERSONAL SUMMARY**

A highly competent, quick learner, motivated and enthusiastic administrative and accounts assistant with more than 10 years of working experience, currently looking for a suitable position with a reputable and ambitious company, which will make best use of my existing skills and experience.

**AREAS OF EXPERTISE**

* Handling Telephone calls
* Petty cash management
* Handling Accounts Payables, payrolls
* Visa Renewals/Medical Insurance
* Computer literacy /Office management
* Administrative/HR support
* Record keeping/Filing

**Academic Qualification:**

MBA in Finance – Sikkim Manipal University, India-2016

Bachelor of Commerce - S.N.D.T. University, Mumbai-2003.

**Additional Trainings & Certificates:**

* Assertiveness Skills from Spearhead Training - 29th April 2012
* Travel Bookers Workshop seminar from Emirates Aviation College - 30th November 2010
* Training on Macros the Programming way from Spearhead training - 2nd May 2012
* Proficient in MS-Word, MS-Excel, MS-PowerPoint, Internet
* Knowledge of Adobe Acrobat, Corel Draw, Photoshop
* Tally version 7.2 -Tejas computer Institute, Mumbai in 2006.
* English typewriting 30w.p.m. -Maharashtra State Bureau of Examinations-Nov 2001

**Work Experience:**

* **Dorman Smith Switchgear LLC**, Dubai -March 2012 to till date: Admin/Accounts Assistant
* **Panasonic Electric Works Sales Middle East FZE** August 2007 - February 2012: Admin Assistant
* **Wealthkare Commtrade DMCC** February 2007 to August 2007 – Secretary/Telemarketing: Wealthkare is Brokerage and Clearing Member of DGCX (Dubai Gold & Commodities Exchange)
* **Image Production** (Offset Printing) Mumbai-June 2003 – May 2006: Accounts Assistant

**General Roles & Responsibilities:**

**As an Accounts Assistant (payables):**

* Receiving, Checking, Coding, booking all invoices on a timely basis
* Handling Petty cash/Passing JV’s and reporting(closing petty cash) each month end
* Accounts Payables: Processing supplier payments
* Assisting in Intercompany Reconciliation
* Assisting during payroll
* Drafting employee contracts, maintaining employee personal files/passport copies with visa pages, labor cards, EID copies & labor contracts
* Reconciling supplier statements
* Maintaining Overtime sheet for factory employees for each month
* Typing estimates, letters & Tax Invoices.
* Arrange Shipping Clearance documents & Invoices and forwarding to the Customers.
* Co-ordinate with Freight forwarders / Customers / Suppliers to ensure the goods is collected on time for timely invoicing.
* Assisting logistics department to prepare purchase orders in Oracle software
* Handling of documentation for Customs duty payments and record keeping
* Record keeping of all shipments for future verification and audit purposes

**As an Admin/HR Assistant/Front Office Coordinator:**

* Medical insurance: Apply/cancel medical cards for employees when employee joins/resigns
* Drafting and Issuing general letters, offer letters, contracts salary certificates/pay slips or other employee documents
* Answering all incoming calls & transferring to the concerned person/ keeping the message
* Greeting all vendors, sales persons and visitors at the Reception & attending their queries
* Providing the visitor’s card to the visitor and maintain Visitors Record Book
* Receiving all incoming couriers and distributing to the concerned person
* Booking conference/training room.
* Maintaining Annual, compensatory & Sick leave files (soft and hard copy)
* Monitoring Time & Attendance for all employees.
* Renewing supplier contracts, Vehicle & driver permits in advance to avoid any fines. Keeping a track of permit & registration expiry dates
* Printing business cards, Letterheads, Invoices etc. as per the requirement
* Responsible for the inventory / stock control of grocery & stationery items
* Coordinating with PRO during visa renewals/new visa applications/cancellations. Collecting all necessary documents from respective employees during visa renewals/applying Business visas through Online Ednrd/Arranging Short term visit visa with ticket through Travel agent
* Handling Travel Arrangements/Flight Bookings & Hotel Booking
* Keeping track of assets like Car Keys, USB’s, Access Cards etc & preparing monthly report
* Responsible for courier i.e. dispatched of both documents and non-documents
* Arranging rented vehicles when requested.
* Maintaining files according to Company’s ISM Rules & made it available as necessary.
* Assisting during special events held in office premises
* Maintaining the record of all visitors & preparing entry pass for the Free Zone.
* Proposing and Implementing Cost Reduction Ideas and preparing the report on cost savings
* Attending interpersonal enquiries & telephone calls
* Ensuring that the given job is carried out in a confidential & efficient manner
* Maintain files, & all reports issued; & made it available as necessary.
* Organizing appointments & meetings for Customers with Manager
* Telemarketing: through SMS Broadcast, email, fax, telephone etc
* Drafting letters; Sending & Receiving faxes. Receiving & replying - emails.
* Provide typing support to the department as required
* Sending/Receiving Official letters through courier
* Besides the telemarketing handling help desk and providing basic information about the commodities (Gold and Silver) and Major Future Currencies like Euro/USD, GBP/USD and USD/JPY to the new comers and new customers.
* Arrange customer agreements along with required documents & forward to the Exchange.

**Personal Information:**

* Date of Birth: 4th November 1982
* Nationality: Indian
* Marital Status: Married
* Languages Known: English, Hindi and Kannada.

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