**From,**

**S Uma Maheswari**

**Dubai**

**To,**

**Dear Sir/Madam,**

**Sub: Applying for a suitable position**

**I am writing to enquire if you have any vacancies in your esteemed organization. I have enclosed my cv for your reference.**

**I have had extensive work experience in Customer Service Executive, Administration, and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.**

**I am a reliable person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I am keen to get an opportunity at your esteemed organization.**

**I have a very good references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my cv on file for any future possibilities.**

**Administrative Assistant, Personal Assistant with over 12 year**s of proven track record with experience in Administrative related work like preparing arranging visa, transport facilities, hotel booking, drafting letters, office maintenance work. Seeking a Challenging and rewarding opportunity with an organization of repute which recognizes my true potential and effectively utilizes my excellent analytical skills

**CAREER SCAN**

April 2015 to April 2016 - Mac-nels Container Lines Pvt. Ltd. as Customer Service Executive

April 2011 to December 2014 – Innovate Voyages as Tour Planner & Operations Head

September 2010 to February 2011 – Tamarind Tours as Tour Planner

February 2009 to June 2010 – South Tourism as Tour Planner

June 2005 to August 2006 – Viveks Service Centre as Customer Care Associate

June 1998 to May 2004 – Vigneshwar Multi Model Logistics as Office Administrator

**At Mac-nels Container Lines Pvt. Ltd.:**

**Accountabilities:-**

* + Co-Ordinate with the agent to check the Delivery Status of cargo
  + Co-Ordinate with the local agent by sending the schedule relating to the cargo
  + Maintaining the Corresponding Files
  + Front Office Co-Ordination
  + Maintaining General Correspondence
  + Preparing Bill of Lading Draft
  + Raising Freight Invoice
  + Office related work – Xeroxing work, sending fax and scanning work

**At Innovate Voyages:**

**Accountabilities:-**

* Dealing with the Agents
* Co-Ordinate with clients for their accommodation
* Hotel Bookings and Reconfirmation & Maintaining General Correspondance
* Co-Ordinate with the transport vendors to book vehicle for the guest
* Booking Guides for client to visit touring spots
* Greet visitors handle their inquiries and direct the to the appropriate person according to their needs.

**At Tamarind Tours:**

**Accountabilities:-**

* Hotel Bookings , Reconfirmation and arranging visa
* Handling Telephone Calls
* Handling Petty Cash
* Co-Ordinate with the transport vendors to book vehicle for the guest
* Maintaining General Correspondence
* Office related work – Xeroxing work, sending fax and scanning work

**At South Tourism:**

**Accountabilities:-**

* Hotel Bookings, Reconfirmation and arranging visa
* Co-Ordinate with the Agent, related to the accommodation, transport and guides booking
* Maintaining General Correspondence
* Handling Telephone Calls

**At Viveks Service Centre:**

**Accountabilities:-**

* Handling Telephone calls & Petty Cash
* Dealing with the customers with related to the service issues of the Home Appliances and routing the same to the respective service Engineers
* Handling Billing and Cash
* Maintaining General Correspondence

**At Sri Vigneshwar Multi Model Logistics:**

**Accountabilities:-**

* Handling Telephone Calls
* Maintenance of Cargo Sales Books
* Maintaining General Correspondance
* Handling Petty Cash
* Preparing Bill of Lading

**SCHOLASTICS**

* M.A. (Public Administration) from University of Madras – Year April 2001 to October 2004
* B.A. (Economics) from S.I.E.T. Women’s College – Year June 1996 to October 1999
* Well versed with Ms Applications: Ms – Office (Word, Excel. Outlook) and Internet Applications
* Typing Lower & Higher (English) : Typing Speed – 45 WPM

**PERSONAL DOSSIER**

Date of Birth : 21st August 1978

Language Known : English and Tamil

Marital Status : Married

Nationality : Indian

**First Name of Application CV No:** **1704636**

Whatsapp Mobile: +971504753686

