* ***OBJECTIVE:***

To work in the challenging and highly productive environment. And to gain practical knowledge. And striving for personal growth, looking for opportunities to work in better conditions and contribute towards improving working level to new heights or excellence; both personal and organization.

* ***KEY SKILLS AND COMPETENCIES:***
* Strong organizational, administrative and analytical skills.
* Ability to maintain confidentiality.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* ***EXPERTISE:***
* Handling HR Responsibilities
* Well versed with recruitment cycle
* Co-ordinate with Purchase Manager.
* Looking after consumable items in store
* Negotiation with suppliers.
* Microsoft Navision.
* Performing Accounting Function.
* Maintaining Directors schedules.
* Managing Calendars & Travel.
* Managing Files Records & Documents.
* ***WORK EXPERIENCE:***
* **Worked with Efficient Facility Services as an Office assistat for Temp. Position contract from 01.12.2013 – 31.01.2014 - Dubai**
* **Worked with Ali Al Mulla Interiors Decoration as an Office aassistat for Temp. Position contract from 07.07.2013 – 07.09.2013 - Dubai**
* **Worked in ServPRO as an Executive Assistant to Director - 22 Oct 2011 to 22 Aug 12. India**
* Understanding Company’s requirement laying special focus on Job Description and Job Specification.
* Screening and short listing resumes for the required position through Job Portal/References/Head Hunting, to match the requirement of the company.
* **Recruitment** : Sourcing profiles, initial screening, scheduling interviews, preparation of offer letters and compensation break-ups.
* **Joining and Induction**: Design a structured Induction program for all new joiners and responsible for their orientation and induction. (Also prepared an Induction manual with process details).
* **Time Office Management**: Leave and attendance record, Payroll Inputs. Maintenance of Personal Files
* Handled accounts payable and receivable, prepared bank deposits, controlled inventory, and maintained
* Maintain CEO’s calendar -- plan and schedule meetings, teleconferences and travel.
* Provide administrative and business support to the CEO of firm and support other members of the executive management team.
* Preparation and processing of requisitions and purchase orders.
* Checking confirmations of order, delivery note and invoice control
* Coordinating and following up of schedules, deadlines and delivery dates.
* Handling Customer Request by directing it to right department.
* Coordinating for all Customer Complain within the departments and with the end customer.
* Coordinating appointments between Customer and Engineers .
* Event Coordinator for all the training and meetings held.
* Assisting IT requirements for the department.
* **Worked in Diversey India Pvt. Ltd. as an Admin Assistant - 19 Apr 2007 to 21 Oct 11. India**
* Coordinating with HR for all administrative requirements for R&D Department.
* Handling Customer Request by directing it to right department within R&D.
* Coordinating for all Customer Complain within the department and with the end customer.
* Coordinating appointments with Customer, Suppliers and Interviewers
* Planning & procurement of items for production, non production and raw materials
* Preparation of requests for quotation
* Preparation and processing of purchase orders.
* Lead contract negotiations
* Checking confirmations of order, delivery note and invoice control
* Coordinating and following up of schedules, deadlines and delivery dates.
* ***EDUCATION QUALFICATION:***

B. Com from Mumbai University in the year 2007.

* ***ADDITIONAL QUALIFICATIONS:***

1. MS - Office Applications: Word, Excel & PowerPoint

2. Accounting Packages: Tally 5.4 & 6.3

3. DTP (Desktop Publication): PageMaker & Acrobat reader.

4. Completed MS-CIT course with 73%.

5. Typing speed 30 wpm.

* ***PERSONAL DETAILS:***

**Date of Birth:** 12th April 1987

**Marital Status:** Married

**Visa Status** Husband Sponsorship

**Languages Known:** English, Hindi, Marathi & Sindhi

**Hobbies:** Music, Reading books & Traveling

**First Name of Application CV No:** **1705086**

Whatsapp Mobile: +971504753686

