**Kavita**

**Email address:** **kavita.301475@2freemail.com**

## Career Objectives:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. Seeking new challenges which will effectively utilizes and continuously develops my professional experiences, skills and competence in providing excellent customer service, administrative support and managerial skills.

**Educational Qualifications:**

* Gained HSC Certificate in 1996 from Emirates English Speaking School, Dubai
* Gained SSC Certificate in 1994 from Emirates English Speaking School, Dubai

Certifications :

* Successfully completed **“Certified Human Resource & Recruitment”** course from Nadia Training and Institute, Dubai

**Experience:**

**Itochu Corporation:**

November 2005 – till date

**Position**: Admin & Accounts Assistant

**Main Job Tasks and Responsibilities:**

* Assisting Admin, Accounts & HR department.
* Making travel and meeting arrangements for General Manager and CEO.
* Handling hotel requirements of guests.
* Negotiating for the yearly contracts with hotels & travel agents.
* Organizing Bloc Meetings and yearly gatherings for the company.
* Preparing minutes of the meetings.
* Responsible for expenses submissions to clearance related to the travel, hotel, meetings and entertainment for managers.
* Assisting Accounts department with SAP entries, expenses, payments and contracts.
* Preparing sales data for monthly manager’s meeting.
* Keeping record of general assets, stationery and other day to day requirements of the company.
* In charge of general and medical insurances, negotiations, renewals.
* Assisting HR department with the attendance, overtime, forms and other general requirements of the staff.
* Contribute to team effort by accomplishing related results as needed.
* Regularly attend company meetings, technical data presentations and briefings.
* Build and maintain positive working relationships with managerial staff and supporting administrative staff.

**GRAPHIC INT’L. CENTRE LLC.**

October 1996 – May 2000

**Position**: Secretary - Director, Marketing Director

**Main Job Tasks and Responsibilities:**

* Assisting Director and Marketing Director with day to day activities.
* Ensure effective implementation and management of office procedures, including reception, telephone, calendars, post meeting rooms, invoicing, travel services, courier services and control of office stock, refreshments and stationary supplies.
* Attend to visitors in a prompt and professional manner, deals with their inquiries face to face and on phone.
* Schedule and coordinate meetings, appointments and travel arrangements for managers and supervisors
* General clerical duties including photocopying, fax and mailing
* Arrange delivery schedules for outgoing documents and submittals.
* Coordinates with drivers on transportation of manpower and services.
* Maintain electronic and hard copy filing system; retrieve documents as required in an efficient and timely manner.
* Resolve administrative problems and inquiries and prepare written responses to routine enquiries
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Prepare agendas and schedules for meetings, record, compile, transcribe and distribute minutes of meetings
* Coordinate maintenance of office equipment
* Coordinate and maintain records for staff, telephones, parking and petty cash.

From January 2000, I was transferred to Corporate Office as an Executive Secretary to Managing Director.

* Responsible for all secretarial duties and handling the confidential documents of the company.

## Temporary Positions:

**Robot Computers :** Secretary - Temporary Position (One Month) **August 1995**

**Detroit Cargo:** Secretary – Director (April 1996 - July 1996 )

**Sultan Travel & Tourism LLC:** Executive Secretary to MD (October 2000 – February 2001)

**International Loyalty Marketing Programme:** Data Cleaning (Oct. 2001 – Nov. 2001)

**Promoseven PR (Public Relations):**PR Assistant **(** December 2001 – February 2002 )

**SOS Recruitment : Receptionist** (March 2003 – April 2003)

**Al Futtaim Auto & Machinery Co.:** Accounts Assistant (August 2003 – October 2003)

**Itochu Corporation:** Receptionist (December 2003 / May 2004 / Sep. – Jan ‏ 2005**)**

**Charles River Associates :** Secretary (January 2004 / July – Aug. 2004 / March 2005)

# PERSONAL DETAILS :-

**Name : Kavita**

**Nationality :** Indian

**Status** **:** Married

**Visa Status** **:** Husband’s Sponsorship

**Date Of Birth :** 4th October 1977

**Languages :** English & Hindi

**Driving License** **:** Holding Valid UAE Driving License

**Reference**  **:**  Available upon request