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| --- | --- |
| /storage/emulated/0/.polarisOffice5/polarisTemp/image1.jpeg | MADHU E-mail: madhu.303504@2freemail.com SHARJAH, UAE.  |
| ADMINISTRATIVE/ OFFICE EXECUTIVE/ OFFICE COORDINATOR /PRO/ACCOUNTANT |
| Highly motivated, result oriented professional with experience of around 8 years of working in diverse business environments that demand strong organizational, technical and interpersonal skills, along with the demonstrated ability in Administration, Pro, Accountant, HR, and Clients Service. Ability to diplomatically resolve company issues if any and defuse tension. Effective at collaborating with others to achieve established goals. Possess strong management skills, ability to interact with cross-functional departments, with a high degree of professionalism, discretion and problem resolution capabilities. |
|   | Areas Of Expertise |   |
| * Excellent Interpersonal Skills
 | * Communications Skills
 | * Administration & Account Management
 |
| * Cross-Cultural Communication
 | * Clients Service
 | * Event Planning & Organizing
 |
| * Self-Motivated & Target Oriented
 | * Business Development
 | * Market Analysis and Study
 |
| * Facility Management
 | * Clients Relations & Support
 | * PRO and legal service
 |
|   | Core Competencies |   |
| * Key Administration Management, along with Cross Cultural Communications, and team leadership.
* Well, planned and organized in order to execute the job, this enables the client retention.
* Willing for new task and new capacity to adapt to changing demands and conditions.
* Demonstrate respect towards managing director and follow their instructions effectively.
* Excellent oral and written communications, with an ability to communicate and correspond effectively.
* Effective leadership skills and makes a positive contribution to team projects.
* Team player with excellent interpersonal skills with an ability to work under pressure.
* Demonstrated management skills in supremely high-stress scenarios where failure was not an option.
* Uncompromising work ethics and natural sincerity have helped create consistent performance and have won loyal support and motivation of managing director, clients, employees and staff.
 |
|   | Career Snap Shot |   |
| July 2008 to Aug2016 | 0ffice Administrator & Accountant, Milan group, sharjah, U.A.E.  |
| June 2005 to DEC 2006  | Accountant &Administrator , Sunil Hi Tec, India. |
|  May2004 to April 2005 | Management Trainee, Shivashakti Bio Tec, India. |
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|   | Professional Experiences |   |
| P.R.O & Administrator |   |
|  |  |
| * Provides executive –level administrative support to the managing partner with a demonstrated ability to improvise,

Improve procedures, and meet demanding deadlines.* Implement and maintain office systems.
* Maintaining the databases of the company.
* Attending to all operational requirements of head office.
* Directing & coordinating the activitiesof staff & contract personnel & evaluate their performance.
* Admin Duties and Accountant – Making Invoice, LPO & Delivery Note, Receivables job .
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| Accountant |  |
|  |  |
| * I worked as an accountant .
* Account related all work follow up for payment and keeping all account document up to date.
* Helping the managing director for make decision regarding financial matter.
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|   | Qualification & Skills |   |
| Educational Qualifications |
| 2004  |  Master of Industrial Relation and Personnel Management from Nagpur university , India.  |
| 2002 |  B.COM from Nagpur University, India. |
|  |
|  |  |
|  |  |
| 1999  |  H.S.C from Nagpur University |
|  |  |
| I.T. Skills |
| MS Office Word, Excel, PowerPoint, Access, Outlook, Publisher and Internet Explorer, MS Windows.  |
| Languages Known  |
|  |  |  |  |
| English  |  |  |  |
| Hindi |  |  |  |
| Marathi |  |  |  |
| Malayalam Interests & Hobbies |
| Traveling, music, reading, socializing. |
| Indian(J3472810) | Personal Details | Female |
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| --- | --- |
| Nationality  | : Indian  |
|  |  |
| Visa Status  | : Employment Visa .(finish) |
| Marital Status  | : Married |
| UAE Driving License  | : yes |
| Gender  | : Male |
| DOB | : 29/03/1980 |

\*Supporting Documents and References will be provided on request \* |