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# ROZA CM

# SUMMARY:

Highly competent, motivated and enthusiastic HR and administrative assistant with six years’ experience, working as part of a team in a competitive environment. Well organized and proactive in providing timely, efficient and accurate HR and administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

# AREAS OF EXPERTISE:

# Office Management

# HR assistance

# Administrative assistance

# Attend Meetings

# Coordination and back end support

# Document Control

# Customer Service

**WORK SUMMARY:**

Company**: Omega Dental Health Centre - Bangalore**

Designation: **Manager/Personal Secretary**

# Since: Feb-2016 to till date

**Responsibilities:**

* Over all management of the clinic.
* Reporting to the managing director
* Dealing with bank activities related to the clinic transactions.
* Maintaining patients records
* Handling payment to material suppliers and others
* Maintaining staff records and processing their salary

Company**: *Doppler FZE - Dubai - ELEVATOR DIVISION***

Designation: **Admin Secretary**

# Since: Jan-2015 to Jan -2016

**Responsibilities:**

* Setting up and coordinating meetings and conferences
* Drafting correspondences/replying mails and distributing memos.
* Sales enquiry updating and follow ups
* Preparing & sending sales quotation, invoices , Purchase order and Payment follow ups
* Secretarial assistance to Managing director & reporting to MD /BDM
* Maintaining pay roll and employee’s data.
* Recruitment of employees as and when required
* Coordination with department and other division.
* Acting as an intermediate with Middle east and other Zone
* Handling petty cash and bills
* Updating accounts receivables and payables of each project.
* Time sheet maintenance of the Technical team and calculation of Over time
* Organizing and storing paperwork, documents and computer-based information
* Coordination with client, supplier, vendor and other departments concerned with projects.
* Arranging business travel and accommodation for Managers, staff or customers and other external contacts
* Coordination with PRO for visa related matters
* Ordering and maintaining stationery and equipment
* Track & coordination, related to the material shipments with the cargo agents.
* Maintaining a tracking facility to enable documents to be updated easily..
* Ensuring all document are as up to date as possible within electronic filing systems.

***SKE&C-KCT JV (Joint venture with Korean based company)***

**Client:** ISPRL (Indian Strategic Storage of Crude Oil Project - Mangalore)

**Since:** 04.05.2009 to 30.01.2014

**Designation:** Admin/HR Assistant including Document Controller

# Responsibilities:

* Preparation of Monthly & weekly Project Report.
* Setting up and coordinating meetings and conferences
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Recruitment of employees through agencies.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Organizing business travel, itineraries, and accommodation for managers.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating and maintain the holiday, absence, training records and pay roll of staffs.
* Responsible for purchase orders and work orders.
* Raising of purchase orders and invoice tracking.
* Creating and modifying documents using Microsoft Office.
* Updating, processing and filing of all documents
* Team Coordination, preparation of reports focusing mostly on managing schedules and the distribution of documentation
* Coordination between departments and the client to provide the service most suitable to the client’s needs, cost and time restraints.

# Company*: Birla Sun Life Insurance (Part Time)*

# Duration: 7th Feb 2007 to 20th Jan 2009

# Designation: Marketing Executive (Advisor)

# KEY SKILLS:

* Ability to evaluate, prioritize, organize and delegate work schedules.
* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.

# STRENGTHS:

# Zeal to learn new things: To learn the company values, its development wholly and personally.

# Comprehensive problem solving ability: Team work

# Good Communication Skills: Capable to communicate with people in different languages

# COMPUTER SKILLS:

# Windows

# Microsoft Office

# Online Research

# EDUCATIONAL QUALIFICATIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year** | **Marks Obtained** |
| M.B.A | ICFAI University | 2007-2009 | 60% |
| B.A(LAW) | Mangalore University | 2004-2007 | 70% |
| P.U.C | Karnataka Pre-University Board | 2002-2004 | 78.67% |
| S.S.L.C | Karnataka Secondary Education Board | 2000-2001 | 63.52% |

**PERSONAL PROFILE:**

**DATE OF BIRTH :** 10-04-1985

**MARITAL STATUS :** Single

**NATIONALITY :** Indian

**RELIGION :** Christian

**LANGUAGES KNOWN :** English, Hindi, Kannada, Malayalam, Konkani, Tamil,

Telugu and Tulu

**Job Seeker First Name / CV No: 1837080**

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