

**STEPHY KADAVIL VALAPPIL**

**ENERGETIC, ORGANIZED & HIGHLY RELEVANT INTERDISCIPLINARY**

**MASTERS IN BUSINESS ADMINISTRATION**

An Experienced, Qualified for positions requiring Accounting Skills, Communication & Human Resource Management Skills. Strong communication skills with people of all levels and roles

Driven to learn and apply new ideas. Enthusiastic, creative, and willing to assume increased responsibility. Unique ability to adapt quickly to challenges and changing environments

Personable, articulate, and professional in both appearance and manners. Ability to coordinate multiple tasks and meet deadlines under pressure. Builds value for the business by supporting the executive in such a manner that he or she is able to more effectively perform his or her job.

+971 544 924 544

* **EFFECTIVE MANAGEMENT SKILLS**

Adaptability Customer Service Skills

Organization Broad Understanding of Business

Proactive Team Player

Anticipation of Needs Computer/Technical Skills

Communication Skills Prudent Judgment

* **CAREER SYNOPSIS**

**MH ENGLISH SCHOOL. KERALA, INDIA.**

**PR & Admin Executive (JUNE2014 to MARCH 2016)**

**Job Summary:**

* Committed to maintenance of good relationships with the pupils.
* Assist in admission process of the students,
* Committed to the continuing professional development of self and others within the school
* Provide office support services in order to ensure efficiency and effectiveness within the Hamlet Office.
* Receive, direct and relay telephone messages and fax messages.
* Respond to public inquiries
* Provide word-processing and secretarial support.
* Assist the Executive Director and other staff as requested
* Assist in the planning &preparation of meetings, conferences & conference telephone calls
* Pick up and deliver the mail.
* Provide word-processing and secretarial support.
* Assist the Executive Director and other staff as requested

**SEVANA HOSPITAL AND RESEARCH CENTER PVT.LTD .KERALA, INDIA**

**Executive Administrator (MARCH 2013 TO APRIL 2014)**

**Job Summary:**

* Conserves time by reading, researching, and routing correspondence; drafting letters & documents, collecting & analyzing information, initiating telecommunication.
* Initiated and implemented a procedure of securing all meeting documents and data with a lead time of two days in order to provide the Doctors, time for review and preparation.
* Coordinates patient correspondence and monitors the schedule to ensure accurate and timely communication with patients.
* Maintains confidential patient database (filing system).
* Coordinator for events and serves as liaison to Managing Director and Admin Manager
* Preparing the payroll for all staffs and also for commission based staffs.
* To coordinate the actions of all departments in the hospital, for better functioning.
* Renewing the licenses and all the medical licenses for the doctors and preparing the relevant documents for the licenses.
* Monitored and recorded company expense.
* Prepare daily confidential sales reports for presentation to management.
* Manage Front Office and ensure customer appointments are on schedule.
* Manage client medical records through timely and organized filing procedures.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Organize and conduct customer campaigns and events
* Responsible for taking backup for all the departments on weekly basis.
* Preparing minutes of meeting.
* Prepare annual reports for the Managing Director.

**MIDDLE EAST INTERNATIONAL SCHOOL , KSA.**

**Teacher (June 2012 to Feb 2013) Job Summary:**

* Conducts assigned classes at the times scheduled.
* Enforces regulations concerning student conduct and discipline.
* Demonstrates timeliness and attendance for assigned responsibilities.
* Provides adequate information, plans, and materials for substitute teacher.
* Demonstrates communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel
* Is available to students and parents for conferences according to system policies.
* Maintains confidentiality of students and students’ records.
* **EDUCATIONAL DETAILS.**
* **MBA in Finance and HRM (2010-2012), CALICUT UNIVERSITY, GRADE-B.**
* **BACHELORS in COMMERCE (2007-10)**, **CALICUT UNIVERSITY,GRADE-B.**
* **SENIOR SECONDARY (2007)** under **Central Board of Secondary Education-80%**
* **HIGHER SECONDARY** Under **Central Board of Secondary Education-79%**
* **TECHNICAL EXPERTISE**
* **Microsoft Office**
* **Oracle**
* **Visual basic**
* **Accounting packages (Tally)**
* **Various Internet Search Tools**
* **LANGUAGES-KNOWN:**
* **English.**
* **Hindi.**
* **Malayalam.**
* **PERSONAL DETAILS:**
* **Date of Birth: 19th September – 1988.**
* **Gender: Female**
* **Marital Status: Married**

**Job Seeker First Name / CV No: 1841994**

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