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**Farida**

**Farida.310157@2freemail.com**

**Nationality- Indian**

CURRICULUM VITAE

OBJECTIVE

A motivated individual able to adapt to changing priorities and willing to learn and grow and maintain a positive attitude and strong work ethic.

WORK EXPERIENCE

**Sawsan Latayfeh Translations and Trademarks -Dubai UAE**

From 20th April 2014 to Till Date

**Executive Secretary /PA**

* Organizing and preparing report
* Sending queries to different suppliers
* Preparing quotations and Local purchase order as per the Managers instructions
* Preparing Invoices
* Proof reading of the Translations as per Clients needs
* Organising with the client for Notary Appointments
* Checking and replying to all Managers emails
* Typing documents as per the Managers Instructions
* Getting the Documents ready for Ministry of Justice and MOFA Attestations
* Provide Administrative and clerical support to departments or Individuals.
* Schedule Meetings and arrange the conference room.
* Alert Manager about Cancellations or new meetings.
* Manage travel and schedules.
* Manage spreadsheets.
* Greet and receive visitors.
* Prepare Agendas for the meeting.
* Coordinate travel arrangements, prepare itineraries, maintain travel vouchers and records .
* Operate office equipments such as photocopy machine and scanner .
* Sign for UPS/ Fedex airborne packages.
* Receive , direct and rely telephone messages and fax messages .
* General Office Administration**.**

**Al Dawar Medical Tools and Equipment Trading (Dawar Group**) Abu Dhabi –UAE

It’s a group of companies dealing with Medical Equipments , FMCG ,House hold goods and Duct cleaning

**From June 18th 2011 to April 10th 2014**

**Executive Secretary to General Manager cum Procurement Assistant**

* Meeting and greeting visitors at all levels of seniority.
* Screening phone calls, enquiries and requests, and handling them when appropriate.
* Organizing and maintaining diaries and making appointments for the General Manager.
* Dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
* Confirming Appointments and meeting on behalf of the manager.
* Taking dictation and minutes of the meeting.
* Arranging for visa and hotel reservations for the General Manager.
* Deputizing for the manager, making decisions and delegating work to others in the manager absence.
* Taking on some of the manager's responsibilities and working more closely with management.
* Typing, distributing routine letters, memorandums, reports.
* Prepare documents according to the company‘s standard.
* Prepare Itineraries, Agenda for the meetings.
* Liaising with clients, suppliers and other staff.
* Carrying out specific projects and research.
* Handling Personal files for the employees.
* Maintaining of Petty Cash
* Following up with the clients for outstanding invoices
* Assisting the HR in maintaining records.
* General Office Administration**.**

**Procurement duties**

* Preparing tenders on behalf of the General Manager.
* Maintaining records of company cars, insurance and update of service maintenance.
* Preparation of LPO
* Providing support and coordinating with sales & marketing for scheduling training & exhibitions.
* Sending queries to different suppliers overseas.
* Arranging all the paperwork for GHQ and MOH Registrations.
* Preparing Quotation and handling tenders for Government Departments
* Handling purchases for the Medical Section in coordination with the General Manager
* Checking stock and Placing orders to the manufacturers abroad.
* Requesting quotations from different manufacturers for Medical Equipments .
* Supervising the price differences from different suppliers and negotiating for the appropriate price

**Chowgule Industries Private Ltd**

From Dec 2010 to May 2011

**Customer Care Executive cum Showroom Hostess**

* Assisting customers to the right department
* Attending walk in customers
* Making arrangement for the deliveries
* Coordinate with the sales &Marketing staff
* Making arrangement for the meeting
* Planning and organizing travel arrangements domestically and internationally
* Keeping stock of stationery according to company standards
* Handle customer complains on telephone
* Sending reminder letter to all the customers for insurance renewals

**Sanathan Financers and Real Estate Pvt Ltd – Goa India**

June 2009 to January 2010

**Secretary cum Purchasing Assistant**

* Handling Telephone calls
* Preparing Purchase Orders
* Managing the store and Stocks
* Sending queries to different suppliers overseas
* Preparing Quotation and handling tenders for Government Departments
* Sending agenda to all the different departments for the meeting
* Placing Orders to Suppliers

PROFESSIONAL QUALIFICATION

* Honors Tally 9.2 – Manipal Institute of Computer Education Year 2009
* Diploma in Executive Secretary Skills – Nadia Training Institute Year 2012
* FMSI Cource – Fleet Management System Institute Year 2013

EDUCATIONAL QUALIFICATION

* Bachelor of Commerce - Goa India 2009
* Higher Secondary School Certificate (Commerce) - Goa India 2005
* Secondary School Certificate -Goa India 2003

IT SKILLS

* MSOffice : MS word, MS Excel,Outlook, Powerpoint
* Windows XP, Windows 7, Windows 8
* Internet Applications

**SKILLS & STRENGTHS**

* Energetic, Reliable, Proactive, Enthusiastic and Analytical
* Excellent knowledge of office systems
* Organized, presentable and self motivated
* Determination and Efficiency in accomplishing tasks
* Keen Listener and an Excellent Communicator

**References upon request**