VEENA



VEENA.315847@2freemail.com

*OBJECTIVE:*

To obtain a challenging and rewarding position in a progressive organization, wherein my qualification, skills and experiences will impart substantial contribution to the company, and provide opportunities for professional growth and development.

*WORK EXPERIENCE:*

December 2008 – April 2016

ETISALAT - Abu Dhabi, UAE

Position: Coordinator – Since December 2014

*Duties and Responsibilities (in addition to all the secretarial duties mentioned below ):*

* Preparing Purchase Requests (Oracle ) for the team & assisting all Group Functions for the same.
* Preparing online receipts .

Secretary since December 2008 – December 2014

*Duties and Responsibilities:*

* Self Correspondence
* Assist in Tender related issues (RFP/Contracts – Assist in all paper works)
* Preparing Letter of Awards, Letter of Intents, Notification of Awards etc.
* Preparing the quarterly reports, regular reporting and follow up.
* Train and assist all the Junior staff & others on regular/need basis.
* Co-ordinatewith visitors, consultants/vendors, other group function team members including OpCos, with various arranagements eg. meetings, orientations, guidance on admin issues , fixing appointments for tender clarification/negotiation meetings.
* All secretarialduties which includes typing, dictation, faxes, documentation &filing, etc.
* Provide seamless administrative support managing travel, stay, official events, lunch/dinners etc.
* Receive & Dispatch Mails

June 1996 – December 2008

AL BAWARDI MARINE SERVICES/ MARINE CAPABILITIES LLC - Abu Dhabi, UAE

Position: Contracts Officer – Since 2002

*Duties and Responsibilities:*

* Self Correspondence
* Preparing Quotations
* Preparing pre-qualifications
* Tenders
* Co-ordinate with clients on need basis
* Train andassist all theJunior staff & others on regular/ need basis
* Assist Accounts Dept. in all the paper works of project for invoicing
* Assist HSE Co-ordinator in all the HSE related paper works

Executive Secretary / Accounts Assistant since 1996 till 2002

*Duties and Responsibilities As Executive Secretary*

* Attending telephone calls
* Fixing Appointments for meetings
* Travel arrangements for G.M. overseas & inland
* Maintenance of Company wide personnel files manually
* All secretarial duties which includes typing, dictation, faxes, filing
* Receive & Dispatch Mails
* Preparing pre-qualifications and tenders

*Duties and Responsibilities as Accounts Assistant*

* Maintaining Book of Accounts
* Maintaining Petty Cash Books
* Preparing Invoices
* Following up on Payments receivables etc.
* Updating existing records of the Company
* Preparing Statement of Accounts
* Preparing Salaries
* Preparing cheques, bank transfers, L/c etc
* Bank Reconciliation

October 1991 – May 1996

RADHIKA Group Of Companies – Mumbai, India

Textile Company

Position : Executive Secretary/ Accounts Assistant

*Duties and Responsibilities As Executive Secretary*

* Attending telephone calls for M.D.
* Fixing Appointments for meetings
* Travel arrangements for M.D. overseas & inland
* All secretarial dutieswhich includes typing, dictation, faxes, filing
* Receive & Dispatch Mails

*Duties and Responsibilities as Accounts Assistant/ Assistant to the Finance Manager*

* Maintaining Book of Accounts
* Maintaining Petty Cash Books
* Preparing Invoices
* Updating existing records of the Company
* Preparing Statement of Accounts
* Preparing cheques
* Bank Reconciliation

April 1991 – September 1991

RAJ JAIN & ASSOCIATES - Mumbai, India

Chartered Accountant

Position:Secretary

*Duties and Responsibilities:*

* Attending telephone calls
* Self Correspondence
* Secretarial dutieswhich includes typing, dictation, faxes
* Receive & Dispatch Mails
* Filing
* Maintaining Petty Cash Books

TRAINING COURSES :

* Attended & completed various in-house training conducted by Mckinsey & Company, Inc. International during year 2014 & 2015 on
* Effective communication through PowerPoint training
* Excel modeling training
* Problem solving and leadership for impact training.
* Introduction to Safety At Sea and ISM Code

Bureau Veritas,Abu Dhabi, U.A.E

 June 2003

* First Aid

Technical Safety Dev. Bureau, Abu Dhabi, UAE

May 2000

* Health, Safety, Environment

Technical Safety Dev. Bureau, Abu Dhabi, UAE

May 2000

* ISO 9000-Internal Auditing

Al Bawardi Quality Division, Abu Dhabi, UAE

August 1999

* ISO 9000 Awareness

Al Bawardi Quality Division, Abu Dhabi, UAE

February 1999

PERSONAL DETAILS:

Date of Birth : January 6, 1971

Nationality : Indian

Marital Status : Married

Visa Status : Under Husband’s Sponsorship

EDUCATION :

Academics : Bachelor of Commerce - 1992

Mumbai University –Mumbai, India

Computers : Excellent working knowledge of MS-WORD, MS-EXCEL&

 ORACLE

 Familiar with use of PowerPoint, Internet & e-mails.

 Knowledge of Electronic Typewriter

LANGUAGES:

English and few other Indian Languages

INTERESTS:

Reading and Indian Music

REFERENCES:

Will be provided upon request

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