**CV No 1943928**

CURRICULUM VITAE

 **Rini**



**Career objective:**

* Seeking a responsible job with an opportunity for professional challenges.

**Profile summary:-**

* Strong analytical skills
* Methodical
* Diligent
* Dedicated
* Ability to quickly assess and prioritize office tasks.

**Education:-**

* Bachelor of Commerce from Mumbai University in 2011-2013
* H.S.C from Mumbai board in 2009-2010
* S.S.C from Mumbai board in 2008

**Computer skills:-**

* Tally 9.0
* Microsoft Office

**Extracurricular activities:-**

 Participated in various competitions like debates and essay writing and achieved good recognition.

**Professional Experience:-**

 **Human Resource-Administrative Assistant (December 2014-November 2015)**

* Assisted staff with routine HR related questions, served as the first point of contact for employees – Assisted company staff in solving HR issues. Updating and maintaining the holiday, absence and training records of employees.
* Managed, organized and updated files, records, correspondence, charts and reports –
* Assisted in payroll preparation by providing relevant data ( bonus and leaves)
* Produced reports and statistical information when required.
* Assisted recruiters to source candidates and update database.
* Compile and update employee records (hard and soft copies)
* Performed Admin office services such as: filing documents, printing reports and documents.
* Monitored inventory, office stock and ordered supplies as necessary.
* Coordinated meetings and conferences.
* Organized business travel, itineraries, and accommodation for management.
* Arranged security passes and work desks for new staff.
* Administered everyday working and monitored productivity of work.
* Handled day-to-day activities and administrative activities including selection and all multifarious development programmes; ensured proper implementation of Rules and Regulations.
* Coordinated with various agencies like Accounts/Finance/Payable/Collection while analyzing and reviewing their billings, the taxation compliances, purchase orders, vendor reconciliation, invoices, agreements and other legal documents, ensuring timely payments.
* Handled entire gamut of Administration and led the efforts across planning and budgeting of administration expenses and work towards minimizing operational expenses.
* Provided general support to visitors

* Teaching for nursery kids in Jack and Jill playschool (January 2014 to October 2014)

**Personal Details:-**

Nationality- Indian

Marital Status- Married

Visa Status- Resident Visa (Spouse)

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| **Rini Joseph Arakal – CV No 1943928**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |