

**To,**

Human Resource Department

**Dear Sir/Madam,**

**Sub: Application for the post of “Executive Secretary /PA”**

Being given to understand that there exist a vacancy for Executive Secretary in an established organization, I the undersigned wish to apply for the said post.

Attached herewith is my CV for your kind perusal. I’m an experienced Executive Secretary, hard-working, have been working for the same company since 1991 in Dubai.   
  
I can independently correspond with suppliers, negotiate with them for better quotes, track the delivery time; follow up of the orders, spare-parts, prepare quotations, proforma invoices/Invoice, shipment invoices, co-ordinate with higher management level; process visa applications, airline reservations, hotel booking; handle independent inquiries of customers, etc.,

Thanking you and awaiting your speedy response.

### **CURRICULUM - VITAE**

***Personal  Details***

*Name                            : Leena*

[*Leena.329635@2freemail.com*](mailto:Leena.329635@2freemail.com)

*Marital Status              : Married*

*Nationality                   : Indian*

*Visa Status                   : Spouse sponsorship*

***Educational Background***

*April   1983 - Passed H.S.C (Higher Secondary in Arts) from “Patkar’s College”  from Pune board, Maharashtra, India.*

***Additional Qualifications:***

***April to July, 1982*** *:*

*Montessori   Teacher Training Course from “Little Angel’s”   Bombay.*

***Sept., 1982   to March, 1983***

*Commercial Certificate Examination for English Typing   40 wpm,   in Bombay,*

*(Present speed 50 to 55 wpm)*

***November 1992 to Jan., 1993***

*Diploma in Sofware Applications at “Khaleejsat Computers LLc”   in Dubai, UAE*

*Ms Dos,   Windows 95, Wordperfect 5.1,   Foxpro (Basic)*

***June 1999   to August, 1999***

*Diploma in Secretarial Course from “Search Recruitment & Training “ in Dubai,   UAE*

*Ms Word, Excel, Outlook,   Access, Internet Browsing, E-Mailing.*

***Work Experience***

***“  Executive Secretary  “  at   “  Jovial Watches Co., L.L.c”  March 2000 until the 31 August, 2016***

*Reporting directly to the Managing Director   (Owner ) &   General Manager,    Deputy G.M, Sales Manager*

*& Marketing Manager.*

***Duties   & Responsibilities***

*• Handled the Imports (Mainly watches from Switzerland & Far East & other Gift items such as Pens, Cuff Links, Wallets, Sunglasses, Perfumes from Germany, France, Italy & Far East ) & prepare the Invoice/Packing List / Certificate of Origin for Exporting them to various countries.*

• *Arranging new orders, ordering Spare-parts for “ After Sales Service “ & following up with the delivery schedules especially for the tender orders; coordinating with the Showroom Managers, Store Keeper, Watch technicians, etc.*

• *Handled the costing of  Imported products, preparing delivery reports, after following up the Graphic designer for Picturing watches /Wallets / Pens, etc., to prepare catalogue pages, & thereafter to send the latest prepared catalogue pages to various   agents / distributors / POS*

*• Arrange meetings for company officials, online ticket & hotel booking.*

• *Applying for online visas through VFC’s & various consulates.*

• *Handled the companies correspondence independently & with minimal supervision*

• *Well versed with the office packages such as   MS Word, Excel, Nitro Pdf, Adobe, Internet surfing., etc.,*

***From November 25, 1991 - March, 2000***

*Started working as a   Secretary    at   "Jovial Watches Co. L.L.C." Dubai U.A.E,   reporting to the*

*Managing Director   ( Owner ) & Sales Manager.*

***Duties   & Responsibilities***

• *Secretarial work including dictated &   independent correspondence, faxing, filing, scanning of   watches,   arranging catalogues,   price-list, arranging   L.P.O’s , arranging Proforma Invoices, Invoices, handling Shipping Documents for customs clearance. etc.,*

• *Handled the Imports &   Exports, answering to telephonic inquiries, arranging   meetings for company officials,* a*rranging ticket & hotel booking for company officials.*

*• Also worked in accounts department assisting the Chief Accountant for 8 months in the absence of Assistant Accountant ( during the initial years   Nov.,1993 to June, 1994 )*

***Dec., 1986   until   August     1990***

*Worked   as   a   “Secretary”   at    "****Al Abeer Gifts & Watches Co. WLL****"****Kuwait,***

*reporting to the    General Manager.   (a sister concern of "Jovial Watches Co., L.L.C"    of   Dubai,   UAE)*

***Feb., 1984   until November   1986***

*Worked in “Fr. Agnelo’s English School”*

*Worked as a “Pre-Primary   &   Primary Teacher”   managing   35 students in the class & was promoted*

*every year for 3 years.*

***April   1983   until   Jan 1984***

*Worked as a “Typing Instructor” teaching new students from basic  typing onwards., recording attendance, registering new students and learnt basis Shorthand during that period.*

***Languages Known***

*Spoken:   English, Hindi, Urdu, Marathi, Konkani, Gujarati.    (Fluently) Arabic   (I can manage to converse a little with Arabic Clients )*

*Written:   English ( Fluently ), Hindi, Marathi.*

*Hobbies*

*Sight seeing, Cooking, Swimming.*