**NELYA**

**E-Mail:** [**nelya.330805@2freemail.com**](mailto:nelya.330805@2freemail.com)

*A multi-faceted professional with dynamic experience of nearly 11 years with expertise in Secretarial Functions, General Adminstration and Documentation*

*Enterprising planner with a strong record of scaling new heights of success with hard work & dedication and leaving a mark of excellence on every step*



Targeting assignments in **General Administration**/ **Secretarial Operations** with an organisation of repute

Location Preference: Abu Dhabi

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| --- | --- |
| **KEY SKILLS**  Secretarial Functions (Travel & Transport, Accommodation, travel and transport Calendar Management, VISA, Insurance, IT tickets request)  General Administration (Logistics, Cost Analysis & Estimation, Procurement, Vendor Management)  Preparation and Issuance of Bank Guarantees for Projects in all stages  Data Entry, Invoicing and Documentation (MIS Reports, Spreadsheets, Databases and Presentations)  Event Coordination | **PROFILE SUMMARY**   * Excellent track record of managing administration and secretarial functions * Skilled in maintaining records, writing minutes of meetings, corresponding with external & internal clients and scheduling important meetings * Proficient in processing accounts & invoices, liaisng with banks for payments & transfers and reconciling petty cash * ICDL Certified in Microsof Office (PowerPoint, Word, Excel and Access) * Innovative thinker & well organised with excellent interpersonal, communication and organisational skills; cheerful, enthusiastic & innovative with experience in managing stringent deadlines * Able to prioritise work and manage time effectively |

**CORE COMPETENCIES**

**Secretarial Functions:**

* Functioning as Executive Assistant to Senior Management,including preparation of calendar, coordinating official global travel arrangements through IT tickets, official correspondence, appointments, calendar management, passport, VISA, Insurance and so on
* Organising meetings including preparation of supporting material and taking down the agenda; rendering assistance to the Director on project related activities involving planning, data acquisition & extraction, data analysis (quantitative and qualitative), data presentation, reporting and presentations

**General Administration & Back-end Operations:**

* Managing the entire gamut of administration functions, including back-end operations, logistics, travel, scheduling & keeping track of other important information
* Executing various back-end sales activities including market research, gathering requirements of of all prospective companies, development of new corporate links through e-mailers & follow-ups, collation / compilation of marketing collaterals, drafting / vetting of presentations & proposals and development of cordial relations with clients

**MIS Reporting / Documentation:**

* Creating & maintaining a comprehensive Department Database and Management Information System for preparation of a variety of specialised reports using Sales Force on MS Excel; delivering PowerPoint presentations to the portfolio companies across the globe
* Developing executive reports highlighting performance of the business unit against the goals and submitting the same to top management; creating expense reports and reconciling charges against statements as per company guidelines

**WORK EXPERIENCE**

**Nov’15 – Jan’16: Takreer (Abu Dhabi Oil Refining Company), as Office Administrator (as needed basis)**

**Highlights:**

* Ensure smoth daily administration operations of Department
* Manage executive and Deparmental calendars, email, handles heavy scheduling and maintain office duties
* Maint strict confidentiality
* Facilities Management
* Coordinate executive meetings for VP and executive team
* Manage Deadline information across Department or matter team
* Complete on-boarding of all new hires/contractor
* Set up travel and logistics
* Maintained accurate file retention and file organization
* Assigned jobs and duties to office staff as needed
* Coordinated with HR and IT teams for new employee setups, as well as new program implementations and system updates
* Scheduled conference rooms and organized office events for executives and upper level staff
* Served as the go-to for office inquiries and conflicts
* Tracked office supply inventory and approve supply orders
* Assist in the preparation of department budgets and expenses
* Maintained orderly and professional office appearance, order supplies and request equipment repairs as needed, oversee incoming and outgoing mail, and coordinate with building's facilities team
* Successfully rendered:

o Created a more efficient Word database for forms, letters and documents.

o Trained new administrative staff members.

o Suggested and successfully implemented electronic filing system, leading to an almost entirely paperless office.

**Jan’12 – Jun’14: Schlumberger Training Centre, Abu Dhabi as Training Administrator**

**Highlights:**

* Successfully rendered:

o Administrative & secretarial support to Training Manager, Training Instructors and Students

o Monthly training support service to approx. 200 students from different locations of the world

* Coodinated entire gamut of administrative activities for all internal and external training courses, including:
  + Ensuring timely processing of students’ visa applications using E-visa
  + Arranging appropriate accommodation, travel and transport for students (through IT E-ticket requests and directly with agencies/hotels)
  + Issuing joining instructions, confirmation letters, visas, student information sheet & kit to participants, certificates
  + Preparing name tags/tent cards, sign in sheets and course evaluation forms
  + Facilitating timely distribution of learning materials
  + Maintain training records anf information about upcoming courses in ILearn
  + Creating course schedules/calendarsin ILearn
  + Coordinating Room Booking with Facility Department through Share point
* Sourcing & Administration of external schools/instructors/suppliers in coordination with sales
* Organised monthly training events and team building activities(coordinate with procurement and obtain events proposals from various vendors), involving:
  + Making arrangement for catering and required equipment
  + Sending evaluation survey links to the training participants on completion of training
  + Delivering latest updates to facility department on scheduled courses through Share Point
* Developed monthly MIS such as KPI Report and Training Report to Training Manager and Finance Department with attendance & cost details
* Preparing IT tickets request
* Ensured smooth processing of accounts, invoices, course payments, transfers and refunds; reconciled petty cash
* Introduced modifications in report sent to Project Manager

**May’05 – Oct’09: Technip France, Abu Dhabi as Executive Secretary**

**Highlights:**

* Supported the Deputy C.F.O. Duties by managing his calendar, officialcommunications and local, domestic & international travel arrangements
* Managed and screened incoming and outgoing communications including telephone calls, e-mails and faxes (providing assistance using independent judgment, prioritizing)
* Organized and coordinated all logistical details for meetings and events (scheduling rooms, sending out meeting announcements, tracking attendance, arranging food, taking minutes as appropriate and distributing follow-up materials)
* Collect and prepare materials/information/ for use in meetings/discussions
* Scheduled and coordinated video teleconferences and conference calls
* Created/formatted documents, spreadsheets, databases and presentations
* Prepared, developed and updated charts and graphics for presentation
* Assist division staff with proofreading, formatting and data input on Excel Spreadsheets, PowerPoint and Word documents.
* Prepared local, domestic and international travel arrangements including expense notes and reimbursements
* Maintained hard copy and electronic filing system, archiving files
* Developed varius spreadsheets, databases, charts, graphics and presentations in Excel, PowerPoint & Word
* Issued bank guarantees for Projects (at all stages)
* Maintained various finance related documentation, , such as:
  + Weekly timesheets of division staff and monthly reports for Cost Control Department
  + Documents & forms for issuance of tender bonds and bank guarantees (including communications with banks
  + Financial part of contracts and guarantees issues during all stages ofprojects
  + Database of life guarantees & its charges and monthly report for C.F.O. & Head Office
  + Bank statements on the guarantees charges
  + Database of the ongoing projects and tenders
  + Bank Guarantees cost report for C.F.O. and Head Office
* Coordinating with Project Managers, Legal and Proposal departments on the financial part of the contracts and guarantees issues
* Successfully rendered:

o Suggested and successfully implemented electronic database for all outstanding tenders and guarantees including summary of the bank charges

**Sep’99 – Mar’03: EUDONS Construction and Maintenance Co. Ltd., Uzbekistan as Receptionist cum Secretary**

**Highlights:**

* Successfully deal with visitors involving arranging appointments with company staff, entering details in electronic booking system, resolving their inquires and directing them to appropriate Departments / Officers
* Maintained 99% accuracy in answering incoming calls on multi-line telephones
* Coordianted outgoing correspondence, mail documents and incoming mails
* Organised team events and training & orientation activities for new employees
* Received several appreciations from management for displaying high quality and consistency in performance
* Attained significant reduction in costs by organising town hall activities at the best yet economical locations

**ACADEMIC DETAILS**

* Moscow Technology University (Automated Calculation of Business Plans and Finance)since Sep,2015 – till present
* National University of Uzbekistan, Phylology in 2003
* High School in Secretarial Functions, Typing and Business Correspondence from Uzbekistan in 1999

**TRAININGS ATTENDED**

* Training on Secretarial Skills at Abu Dhabi in year 2005
* ICDL Training at Abu Dhabi in year 2004

**IT Skills**

Office Tools: Microsoft Office – Word, Excel, PowerPoint – Advanced User

Other Tools: ILearn, IDistrict, ITransport, MCRS, Lotus Notes, Share Point

Typing Speed: 60wpm

**personal details**

Date of Birth: 8th April 1981

Marital Status: Married

Passport Details: Russian

Visa Status: UAE national Spouse Resident Visa

Driving License: Valid License for UAE

Languages Known: English and Russian