**Sailaja**

**Sailaja.332102@2freemail.com**

**Address:** Dubai, U.A.E

**Nationality:** Indian

**Visa Status**: Husband Visa (But need employment visa)

**Language:** English, Telugu, Hindi

**Objective**

To prove my work and add some extra value to overall productivity of the organization, and work in a challenging environment to polish my innate skills and prove my abilities, adaptability and knowledge for a long time commitment and to contribute the best of my skills and expertise for the achievement of both organizational and individual goals.

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| **KEY SKILLS**

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| ● Solutions-Oriented | ● Good Negotiator | ● Motivated |
| ● Customer service | ● Pressure handling | ● Events coordination |
| ● Record maintenance | ● Documentation | ● Staff training |
| ● Correspondence handling | ● Travel arrangements | ● Confidentiality |
| ● Multicultural interaction | ● Office procedures | ● Supplies management |

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**ACADEMIC QUALIFICATION**

* MA (Literature) from NAGARJUNA University.
* MHRM from NAGARJUNA University.
* Bachelor of Commerce (B.Com) from NAGARJUNA University.
* Diploma in COMPUTER APPLICATIONS..

**PROFESSIONAL EXPERIENCE**

**Legal Secretary / Assist. Admin** April 29th ,2014 – Present

Dr. Ibrahim Hassan Al Mulla Dubai - UAE
Advocates & Legal Consultancy

**Responsibilities:**

* Arranging for the delivery of legal paperwork
* Typing correspondence and legal paperwork
* Transcribing court proceedings and other recorded meetings
* Scheduling, coordinating and confirming court dates, appointments, and meetings
* Maintain calendars and schedules for a number of attorneys
* Develop and maintain a comprehensive and organized billing system
* Ensure all billable hours are accurately recorded
* Understand the basics of a number of court documents, such as summons and subpoenas make travel arrangements
* Arrange for the filing of court documents.

**Admin Coordinator** April 1st 2008 – Feb 10th, 2010

WLC College India Vijayawada, India

**Responsibilities:**

* Develop good relationship with customers through personal contact, meeting or via telephone calls and introducing the company s services and product..
* Reviewing programs and operations in addition to making sound recommendations for continuous improvement.
* Participating in management meeting to give feedback new ideas to improve the service & training level.
* Participating in preparing yearly training plans and seminars.
* Assisting in developing training materials.
* Assisting trainers in preparing for the programs.
* Maintains administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
* Creates and revises systems and procedures by analyzing operating practices; studying utilization of micro-computer and software technologies; evaluating personnel and technological requirements; implementing changes.
* Develops administrative staff by providing information, educational opportunities, and coaching.
* Resolves administrative problems by analyzing information; identifying and communication solutions.
* Maintains rapport with customers, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
* Maintains suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
* Consult with management to ensure adequate staff members are roistered for duty, and with catering staff to plan the menu.
* Consult with service providers such as entertainers and transport companies.
* Coordinate staff to ensure the program of events occurs on time (for example, speeches and the serving of food and refreshments)
* Find solutions to any problems that arise concerning services or programs provided.
* Advise senior management on matters requiring their attention and implement their decisions.
* Follow up with clients to arrange payment and, after the event, to evaluate the service provided.

**Secretary / Assist. Admin**  Jun 2005-2008

Russell’s Spoken English Institute Hyderabad, India

**Responsibilities:**

* Devising and maintaining office systems;
* Booking rooms and conference facilities;
* Managing and maintaining budgets, as well as invoicing;
* Reviewing programs and operations in addition to making sound recommendations for continuous improvement.
* Handle general administrative works
* Tele Marketing to get prospective clients
* Liaising with staff in other departments and with external contacts;
* Ordering and maintaining stationery and equipment;
* Sorting and distributing incoming post and organizing and sending outgoing post;
* Arranging travel and accommodation for staff or customers and other external contacts;
* Organizing and storing paperwork, documents and computer-based information;
* manipulating statistical data;
* Arranging in-house and external events.
* Handles Other tasks as assigned

**Computer Skills:**

* Microsoft Office (Word, Excel, Access and Power Point, Out Look)
* Internet Surfing.

**PERSONAL DATA**

* Date of Birth : 03, July 1980
* Gender : Female
* Marital Status : Single
* Religion : Hindu
* Visa Status : Husband (But need employment visa)
* Language Known : English, Telugu, Hindi

I hereby certify that all information stated above is true upon all of my knowledge.