|  |  |
| --- | --- |
| Description: New_logo  Contact HR Consultant for CV No: 332657  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> |  |
|  |  |

**OBJECTIVE:**

To work in an industry where my experience and abilities can be put into practice to create/ensure a safe and secure working environment for the benefit of the company and its personnel for which I am selected to work. Acquire knowledge by getting in touch with the latest technologies to further augment my capabilities and put it into daily use to the optimum level.

**WORK EXPERIENCE:**

**Company : Hyundai Engineering & Construction co, Abu Dhabi ,UAE**

**Position Held: Administrative Assistant (From Oct-2011 to Oct -2012 & Nov-2013 to Oct 2014 )**

**Role:**

* Responsible for handling all invoices such as suppliers and sub contractors
* Handled task of assisting office superintendents in performing daily tasks.
* Responsible for preparing reports and entering data into computer records.
* Handled the responsibility of replying mails and answering phone calls.
* Coordinated activities with other executives to ensure timely completion.
* Reviewing, analyzing and reporting on periodic expenditures.
* Responsible for handling petty cash.
* Updated and filed of all documents.

**SKILLS:**

* Good Communication skill,both oral and written.
* Expert administration and clerical skill.
* Strong organizational skill.
* Excellent power to adapt with new situation.
* Leadership and Team Building skills.
* Successively and aggressively complete task-oriented goal.

**EDUCATIONAL QUALIFICATION:**

* Bachelors Degree(B.com)
* Plus Two
* SSLC

**TECHNICAL QUALIFICATION:**

* Professional in Architectural Design(CADD Centre Training Services,kannur,kerala-2015-16)
* AutoCAD 2D
* Revit Architecture
* 3Ds MAX

**COMPUTER PROFICIENCIES:**

* Working Knowledge in MS Word, MS PowerPoint, MS Excel.
* Working knowledge of Operating Systems like Windows 7/XP/2000.

**LANGUAGES KNOWN:**

* English
* Hindi

**DECLARATION:**

I hereby declare that above mentioned information is correct up to my Knowledge

And I bear the responsibility for the correctness of the above mentioned Particulars**.**