

SUMIAH

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ABUDHABI

UNITED ARAB EMIRATES

**CAREER OBJECTIVE:**

To seek a challenging position as Executive Secretary / Administration Executive / Customer Support / Sales Executive with opportunity and growth that would best fit my qualification and develop further my talent and skills for continues career improvement.

**PROFESSIONAL CAPABILITIES:**

* 08 years of experience in sales co-ordination, business development, customer service and general office administration.
* Have excellent communication skills.
* Have very good computer skills.
* Well-developed research and analytical skills, proficient enough with interpersonal skills.
* Sound client service skills in multicultural and a high pressure environment.
* Flexibility and adaptability in the face of changing priorities and workloads.
* Experience in windows based applications.

**CAREER SYNOPSIS:**

**PRODILE MIDDLE EAST COMPANY: JEBEL-ALI**

**DUBAI. Working period 1995-1997**

**Responsibilities:**

* Handling schedule appointments.
* Managed outlet cash, petty cash voucher, cheque, foreign currency exchange and credit card payments.
* Attending general calls, email, faxes, and receives emails and reply accordingly.
* Maintaining an efficient, well organized filing system.

**SAS HOLIDAYS: INDRANAGAR BANGALORE.**

**Working period 2001-2005**

* Attending all the incoming/outgoing calls of client
* Providing proper feedback to the problems of our clients, responsible for all the in/out documents.
* Co-ordinate with various staff for operational support activities, serve as a liaison between departments and operating units in the resolution of day-to day administration.
* Responsible for other duties as assigned.

**BROOKS INTERNATIONAL: BANGALORE**

**Secretary/Admin Assistant**

**Working period 2005-2007**

**Responsibilities:**

* Secretarial and executive services for MD and managerial staff.
* Supervise and coordinate activities of staff.
* Screen telephone and personal callers, make and record appointments.
* Review and answer correspondence, file correspondence and other records.
* Data encoding, input, scanning and transcribing of all computer related information of the company.
* Responsible for handling queries, incoming and outgoing calls, faxes and emails.
* Draft letters and reports on behalf of the company.
* Prepare contracts, internal memos and business letters.
* Prepare agenda or programs for meetings, organize meetings for the management.
* Attend and take minutes of the meetings.
* Organize business itineraries, travel arrangements etc.
* Retrieving, reviewing and distribution of mails to all staff and other departments.
* Coordinate in purchasing office supplies.
* Handle basic accounts.

**TWO THOUSAND THIRTY GENERAL TRADING SERVICES**

**ABU-DHABI**

**Personal Assistant {March- May 2012}**

* Secretarial and executive services to General Manager.
* Making appointments, preparing for meetings.
* Attend and take minutes of the meetings.
* Make arrangements for travelling etc.
* Responsible for other duties as assigned.

**AMRITA MEDICAL CENTER. ABU-DHABI.**

**RECEPTIONIST October 2012-January 2013.**

* Handling schedule appointments.
* Attend general calls, fix appointments, email, and faxes & receives mails & reply accordingly.
* Maintain an efficient, well organized filing system.

**TWO THOUSAND TWENTY GENERAL TRADING SERVICES ABU-DHABI.**

**SECRETARY February 2013-October 2013.**

* Secretarial and executive services to General Manager.
* Making appointments, preparing for meetings.
* Attend and take minutes of the meetings.
* Make arrangements for travelling etc.
* Responsible for other duties as assigned.
* Attend calls, email, and faxes & receive mails & reply accordingly.
* Maintain efficient, well organized filing system.

**EDUCATIONAL QUALIFICATIONS:**

Bachelor of Arts

Personal information: Date of Birth April 03, 1973

Sex Female

Marital Status Married

Present visa status Husband’s Visa.