C u r r i c u l u m V i t a e o f Vidhya

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VIDHYA 

**OBJECTIVE**

Seeking a position in **Administration** to use my diagnostic, logical, analytical skills as an asset in growth of the Organization. The ideal environment will be professionally stimulating and will offer opportunities for career advancement.

**PROFILE**

Having 5 years of experience in Administration; Good Communication skill in English & Hindi.; Can efficiently work in computerized environment & can handle MS Office; Proficient in Full Administration Functions ; Possess strong analytical & problem solving skills, with an ability to make thought out decisions.; Have the ability to quickly identify problems as well as provide appropriate solutions.; Energetic & self-motivated with a high degree of cultural sensitivity; Can work under pressure & meet deadlines.

**WORK EXPERIENCE**

* Executive Secretary/ Administrator

Transworld Computer Technology LLC

Dubai UAE

April 2014 – October 2016

Duties and Responsibilities:

* Visitors, Visits and Travel arrangements - Executive Secretary

Greet visitors and determine whether they should be given access to specific individuals; Maintaining diary, arranging appointments, scheduling meetings, and organizing travel and accommodations as specified by the Managing Director, Department heads and sales staff. ; Organizing all activities for meeting and prepare all documentation and forms at least seven days prior to the meeting date

* Administrative Support

To provide administrative support services as required by Managing Director and the senior leadership team; monitor and manage supplies of stationery and other consumable items for general office use; Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work

* Document Management – Human Resources/ Administrator

Maintain an up-do-date office filing system and retrieve any document when asked; Undertake regular checks to all files pertaining to office matters; File and retrieve corporate documents, records, and reports.  Human Resources filing, contracts, offer letters, Leave Schedules and Insurances

* Communication - Public Relation Officer

Screening telephone calls and emails, answering routine questions, taking messages and referring callers to an alternative source; Effectively communicate with internal and external parties with by preparing memos, letters, faxes etc. as advised by the management team; Answer phone calls and direct calls to appropriate parties or take messages; Open, sort, and distribute incoming correspondence, including faxes and email; Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.

* Accounting

Be the focal point of contact for accounting, which includes passing journal entries, maintaining ledger accounts, reconciling bankbook,  daily expenses record of petty cash; Record and generate quotations from suppliers and signing purchase orders; Record and generate quotations and invoices to clients; Maintain and update Accounts Receivables and Payables.

* Reports:

Attend a day to day meeting, take minutes, make sure all topic/new project will be discuss and resolve every day; report day to day success tasks; provide the team with accurate and timely daily and monthly reports to ensure decision-making.

* **Executive Secretary/ Administrator**

**PEHAL INTERNATIONAL TRANSPORT COMPANY**

**AL QUOZ, Dubai UAE**

**Nov 2012– Jan 2014**

Duties and Responsibilities

* Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* Responsible to handle the telephone enquiries.
* Make daily work plan of seniors with proper timing.
* Provide general information to the customers.
* Manage the daily incoming of the customers.
* Manage the documents in proper way.
* Handle all the other responsibilities related to the job
* Maintain Petty Cash
* Maintain All Employees Documents & Filling
* Coordinate with PRO for Employees Visa, Passport, ID & Medical Processing
* Apply Visa for Owner & Gen. Manager any Country through Online
* Arranging Flight Tickets, Visit Visa.

* **Administrator Assistance**

**Rochess Watch Private LTD.**

**Jaipur Rajasthan India**

**From 2004 Till 2008**

Duties and Responsibilities

* Responsible for maintaining the records of office inventory.
* Distributing the stationary as per requirement and keeping the record.
* Checking the availability of stationary and other required things and ordering for them.
* Coordinating with the dealers, Suppliers and vendors.
* Maintaining the documents records.
* Assisting the admin manager in planning and executing the events and other activities in organization.
* Managing the house keeping and security guard staffs’ data and duties.
* Responsible for checking the cleanliness of office.
* Responsible for checking the office’s assets are in good condition.
* Responding the mails.
* Responsible for handling the petty cash and keeping the record of expenses.

**Personal Particular**

**Date of Birth – 28-12-1987**

**Education - Sen. Secondary**

**Nationality – Indian**

**Status – Married**

**Salary Expectation – 3500**

**DECLARATION**

I hereby put forward my candidature for your kind consideration with the declaration, the above mentioned factors are true and correct of my knowledge.