DIVYA

**SKILLS:**

* Adept at accomplishing multiple tasks simultaneously and working well under pressure
* Office management
* Administrative support
* Strong organizational, administrative and analytical skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Workload and time management

**REFERENCES:** Available on request

[DIVYA.336875@2freemail.com](mailto:DIVYA.336875@2freemail.com)

**ADMINISTRATIVE ASSISTANT**

**PROFILE:**

A highly motivated and enthusiastic administrative assistant keen to resume my professional career after dedicating the last two years to raising a family. Comfortable working as part of a team or independently with a focus on delivering quality administrative support on a continuous basis. Currently looking for a suitable position with a reputable and ambitious company.

**ACADEMIC QUALIFICATIONS:**

* MSc Biotechnology - 2004

Tamil Nadu, India

* BSc Biotechnology – 2002

Kerala, India

**WORK EXPERIENCE:**

***Hyper General Contracting, Abu Dhabi***

PROCUREMENT OFFICER August- November, 2014

* Work with stakeholders to determine procurement needs, quality and delivery requirements
* Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales
* Offer enquiry, collection of quotation, comparison statement preparation and proposal of ordering / purchasing
* Prepare and process requisitions and purchase orders for supplies and equipment
* Updated the procurement database for additions/deletions in supplier base

***BRD Motors, Kerala, India***

SALES EXECUTIVE 2007 – 2009

* Demonstrate the vehicle details to the customers
* Achieve the set sales target
* Follow up on the Tele call customers
* Conduct road shows