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 **Anita**

 **Profession: Civil Engineer**

 Email: **Anita.338355@2freemail.com**

 PROFILE

To be part of a team in a reputated company where, I would get ample opportunities to take challenges and responsibilities and to grow with the organization to master my professional and personal life.

**PERSONAL PROFILE**

Academic Qualification : ADMINISTRATION

Computers : Well versed in usage of computer

Driving License : Having U.A.E License

Date of Birth : 5th Oct 1976

Nationality : Indian

Visa Status : Residence Visa

Professional Experience : 19 years

Office Administration : 09 years

Civil Engineer : 09 years

UAE experience : 9 years since 2006

**From June 2008 to 2016**

**Torento Building Cont. Co. LLC**

**Civil Engineer & PRO work**

* To manage day to day responsibilities
* Maintaining systematic record keeping
* All municipality building work permit related work
* Sites inspections and check work schedule
* All visa formalities for new comers

**From June 2006 to 2008**

**Jazeera PORT Govt. of Ras Al Khaimah**

**Marketing Assistant**

* Coordination between the clients and the director
* To manage day to day responsibilities
* Liaise between the reporting manager and other Head of the Department
* Maintaining systematic record keeping
* Execution of the jobs with in the specified time frame

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**From June 2005 to 2006 date**

**Govt. of RAK PORT (Passenger Terminal) Dubai & Ras Al Khaimah**

**Office Administrator**

* Front Office Management
* To manage day to day responsibilities
* Liaise between the reporting manager and other Head of the Department
* Handling Passengers and their complaints and suggestions
* Coordination between the travelers and terminal management
* Preparing front office staff duty schedule
* Maintaining systematic record keeping
* Execution of the jobs with in the specified time frame

**From 2000 to 2005**

**M/s Royal café (Hotel) India**

**Office Administrator**

* Arrange appointments and meetings
* Handling enquiries, complaints and suggestions
* Handling incoming and outgoing faxes and other documents
* Systematic control of filing and documents
* Attend interpersonal inquiries
* Handling incoming and outgoing telephone calls
* Administrate front office staff
* Travel arrangements for sr. officials
* Maintaining staff record

**From 1996 to 2000**

**City Convent School**

**Office Administrator**

* Computer training for basic software to school children up to 10th grade.

**STRENGTH**

* Work efficiently under pressure
* Proactive attitude towards work
* Computer literate and quick adaptability
* A keen attitude to accept challenges & fulfill goals
* Dynamic and charming personality

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**ACADEMIC QUALIFICATION**

* BE Bachelor of Engineering INDIA
* Diploma in computer Programming From Aptech INDIA

**COMPUTER SKILLS AND LITERACY**

* C, C++, Java, Oracle, Foxpro, MS Office, and internet application with excellent working knowledge

ANITA