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| **SABITHA**  **Dubai, UAE.** Email – **SABITHA.338584@2freemail.com**  |  |

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| **Career Objective** |

Seeking a position as in **Account Assistant** to enhance a company’s performance by providing effective solutions resulting in future career advancement opportunities. I look for a challenging role in an organization where performance is rewarded to power up my career ahead, additionally to work with precision and loyal to the benefit of Company.

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| **Profile** |

* 8 years Plus of experience in Back office operations, customer service and office administration in India
* Qualified in Business Administration (BBA) with major in Human Resource International Business Mangalore University, Karnataka India+ in MS Word, Excel, Power Point, & Internet Applications.
* Have excellent marketing coordination, public relations, customer service, influencing skills.
* Excellent leadership qualities.

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| **Areas of Expertise –**  |

* Office Management
* Customer Service and Coordination
* Customer Grievance Handling
* Personal Assistance
* Excellent Interpersonal Skills
* Well versed in Computer Skills
* Dedicated and Hardworking

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| **Employment History –**  |

**Amity Global Business School- Bangalore, Karnataka, India**

Amity Global Business School is a part of Amity University group, having 13 campus in different cities in India and international campus in Dubai, Singapore, Mauritius and China.

From October 2011 to March 2015

**Role: Secretary/Administration Officer**

**Responsibility**

* Provide secretarial services to the Departmental Head/Manager by attending to routine administrative paper work.
* Screen incoming mails and telephone calls, action responses, re-direct correspondence and collate to the appropriate person obtaining additional information where necessary.
* Supervise the Department's attendance records, overtime claims and verify such claims where necessary and ensure that overtime claims are processed and forwarded to Salary Admin. Department for payment.
* Be fully conversant with the activities of the organization in order to liaise effectively with senior executives and external contacts on behalf of the Departmental Head/Manager.
* Maintain Petty Cash accounts by verifying authenticity of claims ensuring figures are accurately recorded. Control and handle cash transactions to bring accounts to balance.
* Prepare documents and forms for submission to HR, Staff Travel, and other internal departments for staff as required. Complete timekeeping activities such as: input of sick, absence, leave, overtime to ensure accurate records are maintained.
* Maintain department records for timekeeping and highlight attendance trends or issues to management. Compose and dispatch routine letters, memos and other correspondence for the department. Sort, consolidate and distribute incoming mail items and other documents in an organized and timely manner Assist in compiling routine management reports.
* Prepare documents for distribution to internal and external departments as per department requirements. This includes photocopying, collating, scanning, faxing,
* Ensure information is accurate and up to date. Ensure hardware assets are in working order (photocopier, telephones, and fax). Order and maintain office stationary supplies, with logs of daily activity
* Cash deposit to bank, maintaining the report.

* Maintaining all the human resource activities like joining formalities, reliving formalities, maintaining all the confidential records.

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**Vasavi Institute of Management – Bangalore, Karnataka, India**

From January 2011 – July 2011

**Role: Counselor**

**Responsibility**

* Maintaining regular communication with students, parents, colleagues and external agencies for coordinating admission  activities and  resolving problems
* Build broad knowledge on college admission activities and guidelines.

 **First Indian Corporation, Bag mane Tech Park, Bangalore, Karnataka, India (Known Cognizant**

From May 2005- March 2008

**Role: Senior Process Associate (Mortgage Information Service Group (MISG)**

This project deals with the online real estate business by assisting the customers whoever wish to buy land by conducting survey and to make sure that the land exists or not and the whole history and  legal description of  the particulars as their needs.

**Responsibility**

* Handling Quality Check
* Handling Tax Processes like Tax ID research and Parceling Tax ID
* Training to the new joiners

**ICICI Bank-Customer Relation Officer**

**January 2005-May 2005**

* **Was working in car Finance department of the Bank.**
* **Dealing with customers for car loans**

**Force Motors, Mangalore, Karnataka, India**

From August 2002 – January 2005

**Role: Accounts and Administration Executive**

**Responsibility**

**Finance and Accounts:**

* Maintaining purchase and sales registers on daily basis.
* Handling Petty cash by preparing petty cash vouchers
* Arrangement for payments of expense bills with proper approval
* Posting of sales, Purchase and Expense vouchers on daily basis

**Administrative Activities:**

* Creation of Purchase Orders and liaising with vendors on delivery of goods.
* Follow-up with service providers for various invoices like rent, travel, telephone, electricity etc.
* Attending customer’s calls and liaising with operation team on customer enquiries.
* Follow-up with customers for collections on daily basis
* Preparing bank pay in slips for cash and cheque deposit into bank
* Preparation of various reports like daily sales reports, Purchase reports with the help of MS Excel

**Titan, Mangalore, Karnataka, India**

From July 2001 – July 2002

**Role: Customer Relationship Officer**

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| **Education**  |

**Management in Business Administration (MBA)- YEAR 2009-** TASMAC, Pune, India

**Bachelor of Business Management (BBM) – 2001 –** SDM College of Business Management

Mangalore, India

**Excellent in MS Office (Excel, PowerPoint, Word and Outlook)**

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| **Personal Information**  |

Nationality : Indian

Date of Birth : 28th November, 1980

Marital Status : Married

Languages known : English, Hindi, Kannada.

Visa Status : Husband Sponsorship

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