**Bandana**

[**Bandana.338867@2freemail.com**](mailto:Bandana.338867@2freemail.com)

**PROFESSIONAL SYNOPSIS**

|  |  |  |
| --- | --- | --- |
| * Leadership | * Media Rights Coordination | * Administration |
| * Excellent Customer Service | * Relationship Management | * Event Management |
| * Project Coordination | * Project Logistics | * Document Control |

Extensive middle management and administrative roles in reputed multinational organizations with activities such as media rights, professional body, hospitality, project logistics and coordination.

**ADMINISTRATION MANAGER**

**Channel 2 Group Corporation, Dubai, U.A.E. February 2016 till date**

**(A media organization holding global audio rights for ICC events till 2023)**

* Assist the Chairman in day to day administrative functions
* Assisting the Chairman to sell, syndicate and monetize the rights by seeking partners and sponsors & manage the audio rights for sporting events across the globe
* Arrange the facilities at the venue i.e. production, accreditations, etc. for the event

**REGIONAL MANAGER, NORTH – AVON DIVISION**

**Al Hathboor Group, Dubai, U.A.E. Sep 2014 to Dec 2015**

* Lead and inspire a division of 8 Area Sales Managers, 4 Sales Leaders and more than 1,000 representatives working towards country strategy.
* Monitor and update the KPIs of the team and ensure they are on top of these objectives.

**LOGISTICS EXECUTIVE**

**Al Naboodah Engineering LLC, Dubai, U.A.E. Feb 2012 to Aug 2014**

* Manage direct imports required for the project completely, i.e. from sourcing, placing the order, LC establishment, shipping, clearing and transporting to our warehouse/ project site.
* Prepare reports of purchase/ imports vis a vis project budgets.

**PROJECT COORDINATOR & DOCUMENT CONTROLLER**

**Al Naboodah Engineering LLC, Dubai, U.A.E. Feb 2012 to Aug 2014**

* Prepare prequalification documents and company profile, etc.
* Compile the submittals, entry passes (if required), etc. for the projects.
* Provide complete administrative and logistical support to the Area Manager and the team.
* Handle the complete administration and coordination of the project.

**Global Integrated Securities (M.E.) FZE, Dubai, UAE Oct 2010 to Oct 2011**

* Handling the complete document control for the projects.
* Downloading and uploading drawings and files etc. to and from the FTP site.

**ADMINISTRATIVE/ EXECUTIVE/ PERSONAL ASSISTANT & OFFICE FACILITATOR**

**ACCA Middle East, Dubai, UAE - Office Facilitator Oct 2005 to Jul 2009**

**(ACCA is a professional body of Accounting from UK with their Middle East office servicing 14 countries in the MENA region)**

* Compiled and maintained various databases, statistics and reports, etc. for the Directors.
* Provided all the support to our 2000 plus stakeholders i.e. students, affiliates, members and tuition providers in the region servicing 14 countries.
* Organized and handled the complete arrangements for the events like graduation ceremonies, information sessions, member events, press conferences and mall promotions, etc.

**ALPHAMED Group, Dubai, UAE - Personal Assistant to Director Dec 2003 to Sep 2005**

* Personnel and administrative coordination for 20 Bin Sina pharmacies across the UAE.

**Sharjah Mega Mall, Sharjah, UAE - Executive Assistant to Vice President Jan 1998 to Nov 2003**

* Provided administrative support to the General Manager and the sales teams with prospect tenant review and approval, leases, etc.
* Prepared leases and ensured due consolidation and compilation of the requisite supporting documents. Ensured timely renewals and rent collection.

**EDUCATION CONSULTANT**

**Knowledge Hub, Sharjah, UAE Aug 2009 to Sep 2010**

* Handled sales and marketing of various educational resources and products to schools and institutions.
* Trained clients (school teachers) on the marketed resources and products.

**OTHER WORK EXPERIENCE**

**Matrah Cold Stores (Inchcape M.E), Sultanate of Oman 1995 to 1997**

**Secretary to Marketing Manager**

**Omani Drug House, Sultanate of Oman 1990 to 1995**

**Executive Secretary to General Manager**

**Sheraton Oman Hotel, Sultanate of Oman 1988 to 1990**

**Sana’a Sheraton Hotel, Yemen Arab Republic 1986 to 1988**

**Secretary to Purchasing Manager**

**State Bank of Indore (Nationalized bank in India) 1984 to 1986**

**Cashier/ Clerk**

**SPECIAL ASSIGNMENTS & OTHER WORK**

* Was designated as Management Representative for ISO certification and secured the same.
* Standardized the correspondence format across the company, i.e. font type and size, layout and e-signature.
* Member of internal team assigned to formulate criteria based salary structure for different positions in the pharmacies and incorporating it.
* Member of internal team assigned to review and renew mall procedure and quality standards, etc. e.g. mall directory, tenant pack and website.
* Organized and compered annual staff parties, successfully.
* Volunteered for Value Education, Personality Development classes for children.

**EDUCATIONAL QUALIFICATIONS & TRAININGS**

* **Pune University, India - Bachelor of Science in Statistics.**
* **Sheffield School of Interior Design, New York – Graduation Certificate in Interior Design.**
* **Trainings : Customer Service and Time Management & Prioritization.**

**References available upon request.**