

Contact HR Consultant for CV No: 339098

E-mail: response@gulfjobseekers.com

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**Professional Summary:**

* Having 3+ years of total Industrial Experience. 2.2 Years as office administrator covering 1.5 Year as Computer trainer.
* Experience in a full spectrum of administrative duties, including executive support, office management, billing/invoicing, customer care.
* Interacting with Customers to solve their problems regarding Issues related to specific issues.
* Handled technical troubleshooting within the company: including system crashes, slow-downs, data recoveries, hardware upgrades and networking both projectors and printers.
* Trained temporary and new hires in various areas within the Department.
* Experience in account management, database administration, document preparation, workshops/events coordination.
* Planned individual programs of study to develop student interests and abilities.
* Managed relaxed and rigorous classroom environment.
* Experience in resolving technical issues pertaining to any hardware or software related problem.
* Experienced in Guiding and supervising student computer laboratory work.
* Attended various professional development workshops and activities.

**Professional Experience:**

**Office Administrator**

**Client: Al Reem Electromechanical Contracting: Ajman, UAE**

**December 2013 to January 2016 (2 years 2 months)**

**Responsibilities:**

* Assisted in all general office duties, including catered events/meetings, receiving and shipping, reception coverage, executive calendar scheduling and maintenance, and supply ordering.
* Assisted the office staff in maintaining files and databases.
* Prepared reports, presentations, memorandums, proposals and correspondence.
* Assigned jobs and duties to office staff as needed.
* Scheduled appointments and meetings for executives and upper level staff& managed staff schedules.
* Tracks office supply inventory and approves supply orders.
* Assisted in preparation of department budgets and expenses.
* Supervises all administrative and lead weekly staff meeting for office personnel.
* Helped managers with monthly billing process.
* Entered employee's time for payroll; help him/her with any HR questions/concerns.
* Redesigned new hire packet documents and implemented procedures for tracking employees.
* Developed new business forms to improve production and management of products for the company.
* Answered phone calls, assisted clients or directed them to appropriate manager.
* Day-Day production support activities on field related issues, reports, analysis on data changes, Account Merges.

**Computer Trainer**

**Sri Balaji Educational Society Hyderabad-India.**

**May 2012 to October 2013 (1 Year 5 Months)**

**Responsibilities:**

* Lead classroom instruction in basic Computer keyboard and Internet usage.
* Promote trial-and-error approach to student computer problem-solving.
* Promote student knowledge in connecting science math and technological principles to everyday life.
* Provide student progress feedback on a regular basis.
* Plan individual programs of study to develop student interests and abilities.
* Manage relaxed and rigorous classroom environment.
* Lead classroom instruction in both computer theory and practical applications.
* Guided and supervised student computer laboratory work.

**ADDITIONAL INFORMATION:**

**Personal Skills:** Communication, Ability to explain with ease, Planning and execution, Assessment Tools, Creative Questioning, Management

**Databases:**  SQL, Stored Procedures, DB2, Oracle, MS SQL Server, MySQL, MS-Access
Operating System Windows, Linux, UNIX.

**Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express.

**Technology Known:**IBM WebSphere MQ.

**Education Qualification:** MCA from OsmaniaUniversity, Hyderabad, India.