

**DEVASSY** [**DEVASSY.340733@2freemail.com**](mailto:DEVASSY.340733@2freemail.com)

|  |  |  |
| --- | --- | --- |
| **Objective** | Seeking a job opportunity in your organization to utilize my efficient administrative, | |
|  | organizational, procedural and problem-resolving abilities, thereby contributing to | |
|  | valuable functions. |  |
| **Personal Details** | Nationality – Indian |  |
|  | Date of Birth – 31st July | 1974 |
|  | Current Visa Status – Husband’s Sponsorship | |
| **Experience** | 20 Years of U.A.E. Experience. | |
|  | **Jan 2015 – till date** | **French Department Store, Galeries Lafayette** |
|  |  | **Projects Secretary & Personal Assistant to the** |
|  |  | **Head of Projects Department** |



**Job Responsibilities**

Maintain track and records of all meetings & appointments for the projects & architectural team.

Maintain all meeting minutes attended by the HOD. Remind in advance the next meeting to be attended and forward relevant minutes of the previous meetings.

Travel arrangements for the HOD.

Screen all calls on behalf of the Vice President-Development & Construction and forward relevant/appropriate and important messages to her.

Maintain project directories of the consultants and contractors involved in the project. Supervise the smooth functioning of the office administration. .

Servicing and maintenance of all office equipment regularly.

Maintain track of attendance and punctuality of all the team members.

Maintain track & stock of all the stationeries and groceries procured. Re-order regularly.

Co-ordinate with various departments viz. HR, IT, Accounts, Procurement, Operations, Housekeeping etc. for related tasks on Projects Department.



**July 2013 – September 2014 United Bank Limited**

**Office Manager & Executive Secretary to the Head of International (HOI), Management Office**

**Job Responsibilities**

Diary and calendar management of Head of International (HOI). Conference / Meeting coordination.

Screen all calls on behalf of the Head of International (HOI) and forward relevant/ appropriate and important messages to the HOI.

Received all mails, faxes, emails and couriers on behalf of the Management Office and forwarded them to the concerned Head of Department (HOD).

Maintain track of travel, attendance and punctuality of all management staff. Maintain track & stock of all the stationeries and groceries procured.

Keep track of all appointments, meetings and travel schedule for the HOI

Coordinate travel & hotel arrangements through the authorized travel agents for the HOI Liaise with IT Manager to ensure full IT capability.

Liaise with contractors to ensure maintenance of office equipment and premises. Liaise with HR Manager to coordinate and follow-up employee leave.

Coordinate with various department heads viz. HR, IT, Finance, General Services International, Bank Operations, Corporate, Risk, Treasury, FI, etc. for any tasks on behalf of HOI.

*Page 1 of 3*

*Resume of Devassy Jenny Kutty*



**April 2008 – March 2013** **Al Ghurair Centre**

**Projects Secretary & Personal Assistant to the**

**Vice President, Development and Construction**

**Job Responsibilities**

Maintain track and records of all meetings & appointments for the entire projects & architectural team.

Maintain all meeting minutes attended by the Vice President-Development & Construction. Remind in advance the next meeting to be attended and forward relevant minutes of the previous meetings.

Travel arrangements for the Vice President.

Screen all calls on behalf of the Vice President-Development & Construction and forward relevant/appropriate and important messages to her.

Maintain project directories of the consultants and contractors involved in the project.

Supervise the smooth functioning of the Document Control team. Supervise the e-filing of all important emails, faxes, letters & simultaneously maintain hard filing of documents.

Servicing and maintenance of all office equipments regularly.

Maintain track of attendance and punctuality of all the team members.

Maintain track & stock of all the stationeries and groceries procured. Re-order regularly.

Co-ordinate with various departments viz. HR, IT, Accounts, Procurement, Operations, Housekeeping etc. for related tasks on behalf of VP and for the Projects Team Members.



**July 2007 – March 2008** **Patchi LLC**

**Personal Assistant to Assistant CFO & Logistic**

**Coordinator**

**Job Responsibilities**

Office administration, co-ordination and general supervision to the Logistic team. Organize diary calendar of appointments and meetings for the assistant CFO

Receive all mails, faxes, couriers for the department and forward them to the concerned personnel

Ensure all consignments are insured with the Insurance Co. for damage in transit.

Acquire detailed analysis of each shipment arrived and expected to arrive by land, sea & air by coordinating with respective carrier company/freight forwarding agents.

Track all shipment arriving via land, sea & air; forecast and delegate clearance & delivery on routine basis.

Communicate with bank concerning the consignment arriving against Letter of Credit. (L.C. Shipments)

Liaise with warehouse team and the transporters for shipment clearance and delivery.

Follow up with the warehouse in-charge for Goods Received Memo for each consignment arrived.

Any damage reported, intimate insurance company and co-ordinate for claim.

Any discrepancy reported in goods received memo, notify the supplier and related correspondence with them.

Forward completed consignee files to the accounts department for system input, thereafter submit completed files to the CFO for costing and closing of the consignment.



**August 1999 – July 2007** **Berkeley Services Group**

**Executive Division Secretary**

**Job Responsibilities**

Office Administration for the Division

Organise diary of appointments, meetings and travel arrangements for the Division Manager

Attend all Customers’ Calls / Inquiries and forward information to the concerned team member.

Log incoming call details, raise complaint logs, and raise inquiry sheets, type quotations, business letters and inter-division/department correspondence.

Receive all mails, faxes, emails and couriers on behalf of the division and forward to concerned personnel. Ensure and maintain backup copies for the division.

*Page 2 of 3*

*Resume of Devassy Jenny Kutty*

**Education**



**Computer Skills**

**Skills and**

**Proficiencies**

Liaise with PRO and Finance Department regarding information and paper flow concerning the division.

Submit monthly report to Marketing Department that manifest the details of quotations submitted to client. Prepare weekly presentation for the Division Manager

Prepare and submit petty cash statements on behalf of the division to reimburse cash. Ensure all paper works are delegated, filed and maintained as per ISO regulations.

Submit information to Finance department regarding new projects gain, amendment on existing projects, and termination of any projects etc. on monthly basis.

Forward detailed summary sheets for one-time job carried for more than 2 days to accounts department for invoicing purpose.

Record minutes of all division meeting held from time to time.

Prepare log and maintain contracts and agreement for the division.

**May 1997 – July 1999** **Decorpoint International LLC**

**Personal Assistant to the General Manager**

**Job Responsibilities**

Organise diary of appointments, meetings and travel arrangements for the G.M. Office administration and attend reception.

Attend all Calls and forward message to the concerned team member.

Log incoming calls, type quotations, letters and inter-department correspondence.

Received all mails, faxes, emails and couriers on behalf of the Company and forwarded them to the concerned manager/staff.

File and maintain backup copies of all business correspondences.

Assist Company Accountant with the data entering in the account software. Order and maintain office grocery and stationery.

Maintain petty cash expenditure.

1995 – University of Mumbai.

**Bachelors of Commerce**

1992 – Srinivas Bagarka Junior College of Arts & Commerce.

**Higher Secondary School, Commerce Faculty**

1990 – Our Lady of Health High School, Mumbai.

**Secondary School Certificate**

Excellent working knowledge of all MS-Office Packages. Proficient at MS-Outlook, Adobe PDF conversions and formatting,

Excellent data entry and back tracking ability. Excellent MS Excel skills.

Typing speed – 60 wpm.

Proficient at setting up and adhering to process and procedure. Excellent spelling, proofreading and computer skills.

UAE Driving License

*Page 3 of 3*