

***AIVY***

**C/o-Mobile:+971505891826**

***-*** [***aivy.341397@2freemial.com***](mailto:aivy.341397@2freemial.com)

*OBJECTIVE*

To build a career in a growing organization where I can get the opportunities to prove my abilities by accepting challengesfulfilling the organizational goals and climb the career ladder through continues learning and commitment.

***Skills***

• A good team player & good at inspiring others.

• Keen to learn new skills.

• Analytical mind and positive attitude.

• Adjustable to changing environment.

• Good Communication skills

• Honest and Trustworthy.

• Received appreciation for maintaining good relationship with clients.

*EXPERIENCE*

1. **Admin cum sales coordinator October 2014-June2106**

**Blue Mart Super market, Dubai, UAE**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* greet persons entering organization
* direct persons to correct destination
* deal with queries from the public and customers
* ensure knowledge of staff movements in and out of organization
* monitor visitor access and maintain security awareness
* provide general administrative and clerical support
* prepare correspondence and documents
* receive and sort mail and deliveries
* schedule appointments
* maintain appointment diary either manually or electronically
* organize conference and meeting room bookings
* co-ordinate meetings and organize catering
* monitor and maintain office equipment
* control inventory relevant to reception area
* tidy and maintain the reception area

1. **Executive Assistant October-2013- September 2014**

**Ann Impex House of spices, Ernakulum, India**

* Document & maintain data as instructed by Executive
* Assist in sampling & sales process
* Proactively engage in sales & marketing activities
* Coordinating activities of foreign offices as and when required
* Assist Executive in Team building & Systemization
* Communicate on behalf of CEO through mails & phone as and when required.
* Coordination between Sales & Production

*EDUCATIONAL QUALIFICATION*******

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **School/College** | **Board/University** | **Year of passing** |
| **MBA(finance ,marketing)** | **Alpha college of engineering (Chennai)** | **Anna University** | **2013** |
| **BBA** | **Ilahia College of Arts and Science** | **Mahatma Gandhi**  **University** | **2011** |
| **HSE(Science)** | **Nirmala H.S.S** | **State Board ,Kerala** | **2008** |
| **SSLC** | **St. Augustine’s Girls H.S.S** | **State Board ,Kerala** | **2006** |

***COMPUTER KNOWLEDGE***

1. MS Office XP, Windows 2000,PowerPoint,word,excel.

***CERTIFICATION COURSES***

* IELTS
* Creative Leadership (CONCORDIA COLLEGE, NEWYORK)

***PROJECT***

* Study on customer satisfaction towards Anna Aluminum company private Ltd
* A Study on Labor Welfare facilities
* A study on financial analysis at Poompuhar Shipping Corporation Ltd at Chennai

***PERSONAL PROFILE***

Date of Birth : 29/05/1991

Sex : Female

Language Known : English, Malayalam, Tamil

Hobbies : Playing Chess, Cooking

Marital Status : Married

Nationality : Indian

Visa status : Husband visa

Religion : Christian

***DECLARATION***

I hereby declare that the information furnished above is true to the best of my knowledge and belief.