

**Sangeetha**

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**SUMMARY**

* Nationality: India
* Current Location: Deira, Dubai, UAE
* Position seeking: **Services - Administration**
* **Visa status: Visit (Valid till 29/04/2017)**

**WORK EXPERIENCE**

Nov 2014 – Feb 2016 **Skyarc Builders Kerala, India**

***Administration Manager***

* Ensure operations run smoothly such as information, mail, and other internal functions.
* Ensure contracts, insurance requirements, and government regulations and safety standards are followed properly.
* Examine utility consumption and personal property needs.
* Oversee support services.
* Answer directives from directors of the firm.
* Oversee the preparation, analysis, negotiation, and review of contracts related to the purchase of equipment, materials, products or services.
* Supervise a building's operations and maintenance, management, communication, finance, facility function, technology integration, and environmental factors.
* Plan workspaces.
* Direct facilities staff and groundworkers.

Jul 2012 – Jul 2014 **Micro Bytes General Trading LLC Dubai, UAE**

***Admin Assistant***

* Preparation and reconciliation of Daily Sales Report.
* Provide support in interviewing and short listing candidates for the entry level.
* Visa processing coordination; right from the initial stage; applying quota up to visa stamping.
* Visa renewal & cancellation.
* Extending support in opening staffs salary account.
* Provide support in renewal of company license & immigration card.
* Establish and maintain various filing and record management systems.
* Provide accurate, efficient and committed office work support to the management.
* Sorting of incoming and outgoing mails and correspondence on the base of urgency, priority, confidentiality or routing to facilitate quick and efficient service to the concerned.
* Maintains statutory, confidential files and documents.
* Fixing appointments; make necessary arrangements for the meeting and ensure availability of appropriate personnel’s for the same as per scheduled time and place.
* Compiling information requested by the management.
* Coordinating with service providers/ vendors for office & staff requirements.
* Handling procurement & consumption of office stationery, name badges, staff uniforms, bill books & payment vouchers.

Sep 2008 - May 2012 **Vodafone Essar South Ltd Bangalore, India**

***Admin Executive***

* Drafting mails.
* Preparing Outstanding Statement on Rent, Maintenance, Utility, Backup and Water against clients.
* Preparing Quotations and Comparative Statements for Office requirements
* Coordinating with the vendors and other service providers for office requirements; Access cards, Uniforms, Stationeries and other office requirements.
* Coordinating meetings.
* Taking an extra role in assisting Senior Staffs from other departments in getting their work done.
* Provide accurate, efficient and committed office work support to the management & coordinating meetings.
* Taking rounds to ensure concerned departments and peripheral areas are clean and litter free.
* Escalating the complaints received from clients to the right person under concerned Departments and see through that the case is close looped.
* Updating Walkthrough checklist, Statutory Documents.

Aug 2007 - Jul 2008 **Indian Airlines Cochin, India**

***Commercial Staff Trainee***

* Front Office Management
* Attending calls and answering queries
* Passenger Facilitation.
* Issuing tickets (Domestic Sector)
* Supervising Check-in counters, Immigration Hall and Security Hold Area.
* Preparing flown coupon analysis statement.
* Handling cargo and lost luggage.

**EDUCATION**

* **Executive Masters in Business Administration (EMBA)** with specialization **in General Management** from Indian School of Business Management, Cochin, India in 2016.
* **Degree in Bachelor of Commerce (B.Com)** from the University of Calicut, Kerala in 2008.
* **Diploma in IATA/UFTAA Foundation** from School of Airlines and Travel Management, Cochin, India in 2006.
* **All India Senior School Certificate Examination (AISSCE) – Commerce** from Bharatiya Vidya Bhavan’s Vidya Mandir, Thrissur, Kerala in 2003.
* **All India Secondary School Examination (AISSE)** from Bharatiya Vidya Bhavan’s Vidya Mandir, Thrissur, Kerala in 2001.

**ACHIEVEMENTS**

**Personal**

* Was the First runner up in District Yoga Competition during 7th Grade.
* Was the District Yoga Champion during 8th and 9th Grade.
* Won Consolation Prize in Fabric Painting conducted by Fevicryl Company during 10th Grade.
* Won First Prize in Fabric Painting and Consolation Prize for Embroidery during 11th Grade.

**Professional**

* Rewarded with a Certificate of Appreciation in recognition of valuable services rendered to Micro Group of Companies with full commitment to excellence, resourcefulness and initiative taken to support management plans and strategies.
* Successfully achieved performance parameters.
* Performed assigned tasks with high enthusiasm, commitment, honesty and dedication

and met strict deadlines.

* Shown strong mid-managerial skills in supervising, coordinating and motivating subordinates.

**IT SKILLS**

**Windows & Office tools**

* MS Office Suite
* Completed a course in Computer Fundamentals’, Adobe PageMaker, Corel Draw and Malayalam Word Processing (2005)

**SAP;** G-Tec, Kerala

* ACKA1 – KA for Accounts Payable
* ACKA2 – KA for Accounts Receivable
* ACKA4 – KA for Management Accounting
* KA1 – SAP ERP Navigating SAP
* KA2 – SAP ERP User Tips and Tricks
* KA3 – SAP ERP Cross-Application Time Sheet

**KEY SKILLS, INTERESTS, QUALITIES**

* An organized approach and excellent time management skills
* Reliable
* Good communication skills
* The ability to work well as an individual also as a part of a team
* Computer literacy and good typing skills
* Accuracy and attention to detail
* The ability to use own initiative but also know when matters need to be referred to the higher authorities
* Maintaining records – statutory, confidential, office and personal
* Quick learner
* Guest relation
* Focused
* Adapted to diverse work styles and consistently provided friendly & personable service.

**LANGUAGES**

* English Fluent
* Hindi Working knowledge
* Malayalam Native
* Tamil Working knowledge

**LEISURE PURSUIT**

* Cycling and making soft toys