**BIO-DATA**

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**S I N D H U**

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***Personal Profile***

**Date of Birth :**24th April 1979

**Marital Status**: Married

**No. of children:** One

**Languages Known:** English, Hindi &Malayalam (Speak & Write)

***Academic Profile***

***Pre-Degree Completed (MG University Kottayam Year 1996)***

***Diploma in Computer Application (D.C.A) MS Word, Excel, Power Point, C++,Internet***

***Well versed with Accounting Software Tally ERP 9***

***Areas of Interest***

* Admin / Office Asst./Secretarial /Accounts Asst.
* Back /Front Office Management/Team Leader
* HR Recruitment/HR Coordinator

***Hobbies***

Music, Watching movies, Travelling etc.

***PASSPORT DETAILS***

*Passport No : P1368030*

*DOI &Place : 03/06/2016, Cochin*

*Emigration status : ECNR*

**Responsibilities Handled in Present and Past Employment**

***As Secretarial/Admin/Accounts/ Hr. Asst.***

* Give Admin/General office support to related head of the Departments.
* Communicate with Head Hr. Dept. regarding Employees Duty roaster, Salary, Annual Leave, Medical , Visa & Passport and all hr related quarries .
* Inventory Management, Prepare necessary PO’S ,invoices , also update daily Accounts & Reports and send it to related Dept .
* I have to perform administrative support to all Team Leaders day to day Billing, filing and Accounts related quarries . Also need to check all E-mails & forward the same to related Dept. and make necessary replies. Prepare Quotations & correspondences to related Depts.
* I have to arrange meeting frequently in all Dept. with Head of the Dept.

***As Office- Coordinator / Secretary (Tele Communication, FMCG & Building Constructions)***

***Duties and Responsibilities****:*

* Processes deliveries and stock transfers in an efficient manner in line with company norms.
* Handles stocks, ordering and receiving procedures
* Communicate with the suppliers and merchandisers
* Controls the cover of the stocks in the store
* Follow up for the replenishment and communicate for the returns
* Handles return Ageing stocks and extra stocks
* Responsible for processing supplier invoices for payments
* Responsible for all daily office reports
* Orders, distributes and manage office inventory, keeping workplace neat and organize
* Opens, sorts and route incoming mails, answers correspondence, and prepares outgoing mail
* Responsible for filing, record keeping and other related clerical tasks
* Performs other tasks as delegated by superior
* Preparing MIS Reports/ Minuets of Meeting
* Handling Telephone Board/Fax/E-mail
* Handling Check Incoming / Outgoing Documents
* Guest Relation /Ticket Bookings etc.
* Preparing Weekly as well as monthly Minuets of Meeting, Traveling, and Medical Status etc.

***Brief History of Abroad Experience:***

Worked with **Emirates Flight Catering LLC Dubai-UAE** as Office Asst in **office operations**at Linen craft Dept. **From Feb 2008 to Feb 2012**.

***Position & Responsibilities Handled:***

The company is a part of Emirates Group, so serving Mainly for Emirates Flight Operations, both Linen & Food Services inside the Flights and also provide services to major hotels in UAE.

Here I worked with Linen Craft Dept. (in office operations as Office Asst.) World’s Largest Laundry doing all Laundry Functions with fine Quality and provide complete customer satisfaction. Their areas of functions includes Processing of Emirates Flight Linen, Emirates Staffs Uniforms, UAE’S major Hotels Staffs Uniforms and Guest & Executive Laundries. My duties includes Make invoices, daily accounts, filing, Stock management, Dispatche duties, Handling Telephone Calls from Clients /Fax /E-mail/ Prepare Quotations & correspondences /Reception duties /General Admin etc.

In each area Employees were separated by a Team under Team Leaders.

***Brief History of Experiences in the Home Country***

Worked with **M/s ANICE CONSTRUCTION PVT LTD.** as **Admin/ HR Executive** (**From JAN 2002 to JAN2008**) **(Visa Processing and Recruitment**) Company is a frontrunner group in professional recruitmentsolutions. They are consultants who provide integrated, comprehensive and cost effective placements in business, industry and government.

Though their major business is in the Middle East, they are involved in staffing on a global scale. For over two decades, they have been offering a powerful combination of locally focused market expertise coupled with a global track record in innovation and excellence. They deliver the entire staffingsolutions from traditional temporary help to project placements, professionals, strategic partnerships and regular, full time hires. They endeavor to be the preferred recruitment solutions provider of premier corporations world wide.

**Worked as an office coordinator in a partenership concern M/s Kaninghat Associates since 2012 to 2016(Engaged in Construction &Real Estate Business,FMCG& Distribution Industries).**

I hereby declare that the above furnished information are true and correct in best of knowledge and belief

***DUBAI SINDHU***