**NANDANA **

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Nationality: Indian

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**Objective:**  
To obtain a position as an Administrative Executive where there is a need for a variety of office management skills including organizational abilities, computer knowledge, business intelligence to boost my professional growth along with Organisation growth

**Brief Summary:**

Over eight years of experience in performing general office procedures, where an in depth knowledge of office management principles and considerable experience in bookkeeping were obtained.Effectively managed office operations, utilizing the following skill sets:

* Computer Proficiency, in depth knowledge of Microsoft Office software.
* Ability to learn new software applications.
* Communicate effectively with staff and Customers as well.
* Effective verbal/written communication skills.
* Attention to detail, excellent planning, organizing and time management skills.
* Customer-service orientation.
* Adaptability, Hardworking and Reliability
* UAE Driving License holder

**Work Experience:**

**From February 2016 to Present with Turquoic Consultants:**

* Turquoic Consultants is a UAE based Consultant Company specialized in the field of IT and IT related products. Experts in the IT solutions like web Applications and Mobile Application particularly focusing on small and medium level business enterprises.
* As a Sales Consultant I am dealing client’s needs both in India and UAE. Company has developing team both in India and UAE as well.
* Recognizing potential customers, Sending quotations, negotiating and ultimately converting them into sales.
* To enhance and to promote the existing clients business, creating awareness about updated technology to them.
* Building business and getting new customers through leads from different sources like from telephonic sales and through word of mouth, and some through other business channels etc.
* Coordinating between clients and technical team to meet clients need in proper time without communication gap.
* Follow-up the customers through calls, personal meetings, fixing meetings, and solving their problems or issues if any etc

**From May 2012 to February 2016 with Emirates Driving Institute, Dubai**

As a Follow up Clerk dealing Customer Care Relations and Office Administrative issues.

Emirates Driving Institute is a leading and famous driving institute in Middle East Asia in general and UAE in particular. It is a member of Belhasa group, UAE.

* Dealing with customers who come to register to get Driving License.
* Informing them the necessary information to get admission and open file in RTA.
* Scrutinizing their documents like passport and visa copies whether they are in RTA guidelines or not.
* Coordinating between customersi.e. Student and RTA till student passes final Road Test.
* Updating the students and customers about new promotions of organization and informing them RTA rules in case if there is any changes in previous rules
* Collecting payments from students in timely manner.
* Maintaining office stationary, petty cash and keeping office environment clean and attractive.
* File keeping both documents and electronic mails in order.
* Solving the customers or students problems during training period like changing the trainings timings and postponing the tests as required without any problems in a friendly manner.
* Informing the higher level management if the problems of students are not in my perview through mails and phone calls.
* Attending phone calls from customers and students about their training. Solving their issues sometimes on phone conversation itself, sometimes as a bridge between student and authorities concerned and in special cases transferring calls to concerned managers

**From 2008 to January 2012** as **Business Development Manager in R K Enterprises** a leading water purifier dealer in **Hyderabad**

* Motivating Sales staff to reach their periodical targets and in turn increasing the revenue of company
* Preparing Rate Quotations for bidding to install our products in bigger and Government Organisations.
* Giving Publicity to our brand name and to our products as well, in every opportunity and platform available

**From 2006 to 2008** as a Trainee Programmer in **.net** and **sql Technologies** in **XUS Limits Technologies,Trivandrum.**

* As a programmer started career in XUS limits Technologies, a medium size software company which was run by enthusiastic and young people.
* Learned about the software development cycle, software business along with programming in .net and sql technologies.

**From 2001 to 2005-06**

* I was in teaching field dealing mathematics and physics subjects.
* Taught in different institutes and even started an institute with friends.

**Education:**

* **Master in computer Applications(M.C.A)** from Sikkim Manipal University, India in **2010**
* **B.Sc** (MPC) from Sri Venkateswara University, Tirupati, India

**Personal skills:**

I am a self-motivated, focused and results driven person with the ability to quickly establish rapport and maintain ongoing healthy working relationships with others at all level**.**

My strengths of analytical reasoning, strong adaptability to changing requirements, communication flare, quick learn-ability and leadership qualities together with commitment, strong service orientation, sincerity, capacity to do hard work, creativity and service with a smile attitude are the key attributes, which drives me to find practical solutions in time of needs.

**Other Details**:

Date of Birth: 11thJune, 1976

Nationality: Indian

Marital Status: Single

Languages known: English, Hindi, Tamil and Telugu