***Dear Concern,***

***I am writing to express my interest in securing a position with your organization.***

***As a highlight of my experience, my work requires me to interface with key factors in every department of the company to meet deadline oriented deliverables.***

***At this stage in my career I am ready to make the next leap. My career background provided me with an insightful perspective on problems that companies encounter in their day to day operations. I ask for the opportunity to translate that experience into a work opportunity with you.***

***In that regard, I would appreciate the opportunity to meet with you to discuss my qualifications and the possibility of joining your organization. Please find enclosed my resume for your review. I look forward to hearing from you.***



Robin

[Robin.348269@2freemail.com](mailto:Robin.348269@2freemail.com)

**PROFILE**:

*An astute and consummate Professional with more than 6 years of quantifiable experience in Operations, Human Resources & Business Administration with planning, execution, monitoring, and ability to handle multiple tasks in high pressure environments, under tight deadlines effectively. Proficient communication & inter-personal skills and looking forward to working with a company to develop into a well-rounded professional.*

**PROFESSIONAL EXPERIENCE**

***1. Cox and Kings Global Services, UAE.***

*Duration : 01st January 2015 till 04th January 2017 Position:* ***Team Leader.***

*Responsibilities:*

*Supervising staff.*

*Hiring, Training.*

*Filing records, contracts, staff documents.*

*Maintaining Attendance Roster.*

*Coordinating with the PRO for new, renewal and cancellation of Visa for Staff.*

*Scheduling and delegating administrative tasks.*

*Sending emails (briefing points, appointment forecast for the day/Week, MIS report).*

*Coordinating with the consulate on the matters related to applicant’s application.*

***2. Cox and Kings Global Services, UAE.***

*Duration : 01st August 2013 to 01st January 2015 Position:* ***Customer Service Executive.***

*Responsibilities:*

*Delegating administrative tasks given by the manager.*

*Greeting clients, verifying the Documents before submission.*

*Preparing the reports for passports to be dispatched to the consulate on day to day basis.*

*Dispatching the received passports.*

*Answering calls.*

*Filing reports.*

*Helping the Customers by giving information on the requirements.*

*Verifying whether the submitted documents are as per checklist.*

1. ***Ocean Boats LLC, UAE.***

*Duration : 27th August 2011 to 01st August 2013 Position: Clerk (Accounts & Administration).*

*Responsibilities:*

*Greeting clients and visitors.*

*Salary administration.*

*Maintaining filing system.*

*Scheduling and delegating administrative tasks.*

*Coordinating with the PRO with the procedures of Visa for new and existing staff.*

*Coordinating with the PRO with the procedures of Renewal of licenses, etc.*

*Reminding Customers/Debtors for the Payment.*

*Preparing cheques for the Suppliers/Creditors.*

*Providing Customer support (invoices, Quotation, etc.)*

*Negotiating with customers on the price.*

*Coordinating with the production to complete the product as per customer’s requirement.*

*Communicate customer requests to management. Resolving customer issues.*

*Comparing & Negotiating prices with the suppliers through quotation & telephonic conversation.*

*Sending confirmation to the suppliers by Purchase Orders or sending an email.*

*Confirming whether the goods delivered are as per the Invoice.*

*Placing order for the required raw materials from suppliers in the Local and International market.*

*Making sure the received import documents are correct before giving it to the clearing agent.*

1. ***SQS India Infosystems Pvt. Ltd., INDIA***

*Duration : 24th May 2010 to 12th August 2011 Position: Games Tester*

*Responsibilities:*

*Project Management.*

*Testing for Functionality and Standard issues.*

*Maintaining and updating the Test Cases.*

*Training newly hired staff.*

*Sending daily status report to the Team Manager.*

***Achievement:*** *Singlehandedly coordinated the setup of branch office for Visa application center in Doha, Qatar for the Italian Embassy.*

**Educational Qualification**:

1. *Completed Graduation in Commerce (****Bachelor of Commerce****) in the year 2008-2009 from Pune University (INDIA).*

**Technical Knowledge:**

1. *Basic knowledge of PC hardware.*
2. *Microsoft Word, Outlook, Excel & PowerPoint*.

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| **Personal Information:** |  |  |
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| **Date of Birth** | : | *01st March 1987.* |
|  |  |  |
| **Sex** | : | *Male.* |
| **Nationality** | : | *Indian.* |
| **Marital status** | : | *Single.* |
| **Languages known** | : *English, Hindi, Marathi, Malayalam.* | |
| **Hobbies** | : | *Playing Computer Games.* |

**I hereby declare that all the information given above is True & Best of my knowledge & belief.**

**Place: Dubai.**