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| **Minaaz****Minaaz.349555@2freemail.com****Profile Summary STRENGTHS*** Fluency in, English and Hindi
* Optimistic
* Strategic Planning
* Hard Working
* Punctual
* Calm & Conflict Resolution.
* People Management & Team Building
* Delegation & Negotiation
* Enthusiastic & Motivated
* Leadership Qualities
 | IMG_3002 |
|  | **STRENGTHS*** Fluency in, English and Hindi
* Optimistic
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| Dynamic professional equipped with 13+ years of extensive combined experience in Front Desk Executive, Administration, Maintenance, HR and Customer Service with successfully thriveon challenges to maintain high level of excellence standards.Proven track record in management, administration, operation,team coordination and customer service and client relation. Strategic thinker who hold exceptional skills in dealing with multicultural people, delivering service at the highest quality standard,ensuring customer satisfaction and performing effectively under work pressure. Goal oriented team player with outstanding communication, interpersonal, analytical, problem solving, time management and good level correspondence skills.  |
| **Educational Qualifications** |  |

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| * Bachelors in Commerce - Second Class – Mumbai University
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| **Experience Snapshot** |  |
| **Receptionist cum / Admin cum / HR cum / Office Co-ordinator*****Life Health Care Group – Dubai, UAE*** | **March 2013 - Present** |
| Established 1989 - Today, Life Healthcare Group is ranked No.1 in sales. It caters to customers from 120 Pharmacies, 10 Nutrition Centres and 15 Health &Wellness stores spread across the country.* Present a professional, welcoming first contact to all clients, funders, vendors, board members, staff, etc. – by phone, in person, and email, managing supplies and maintenance.
* Responsible for incoming and outgoing mail, shipping and receiving.
* Responsible for organizational functions and general meeting support: including arranging, follow up calls, Provide support for teams: staffs travel arrangements and expense tracking, program and stipend supplies, maintenance of common spaces for appearance & functionality.
* Provide support for Marketing/Communications; maintain mailing list, assist with mailings and packets, Provide support for IT department: assist staff with problem solving.

**Receptionist cum Sales co-ordinator / Secretary cum Administrator /** **Accounts Assistant cum Maintenance co-ordinator** **Sept 2004 – April 2012** ***Al Maha Real Estate – Dubai, UAE***Al Maha Real Estate is a Renting and Buying often involves much anxiety and concern. Al Maha Real Estate mission is to make customer time spent locating a suitable property as stress- free as possible.* Answer telephone, screen, take, direct and relay messages.
* Handling telesales and customer enquiries through telephone transactions.
* Preparing quotations for customer negotiating with the price, discount and etc.
* Completes all lease paperwork including related addendums, accepts rents and deposits.
* Physically inspects property when on grounds, pick-up litter & reports any service needs to maintain staff, Assists with accounts receivables and accounts payable.
* Follow-up with Bank if any cheques return, preparing expenses, invoices, vouchers and other accounting documents, Assists with payroll administration, Daily updating of accounts.
* Prepare lease renewal and coordinate with the Dubai Real Estate Corporation for the Tax Payment for all the lease warehouses, Handling Petty cash & Maintenance expenses.
* Co-ordinating if any complaints received from the existing warehouse tenant & Inspecting properties with Maintenance person, co-ordinating in Handover & takeover of the warehouses villas Labour camps etc, Keeping maintenance complain records, Collecting maintenance quotation if required, Conducting joint inspection for the property, which will going to be vacant.
* Purchasing Material for Maintenance.
* Co-coordinating with Fire Fighting regarding safety procedures & purchasing equipment’s.
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| **Tele Sales cum SupervisorSept 2003 – Feb 2004*****EVOLVE BRANDS (Events Management Company) INDIA MUMBAI*** Become a sizeable independent marketing services provider in the region Innovatively Manage all customer touch points with technology enabled marketing solutions Continuously add value to lives of customers, stake holders and team. Practice mutual trust, team work and competency.* Handling Exhibitions / Conferences & Seminars, Arranging paid as well as free seminars.
* Researching markets to identify opportunities for events, Liaising with clients to ascertain their precise event requirements, Producing detailed proposals for events (e.g. timeless, venues, suppliers, legal obligations, staffing and budget with agreeing to managing a budget.
* Securing and booking a suitable venue or location, coordinating venue management, caterers, stand designers, contractors and equipment hire.
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| **Receptionist cum Booking Car Orders*****FORT POINT AUTOMOTIVE PVT LTD INDIA MUMBAI S*ept 2001 –Sept 2000**Started the journey with a Hero Honda dealership in the year 1993. In the same year, we were awarded the dealership of Hindustan Motors. We made the dealership gain a reputation of being one of the best service providers in automotive trade. Towards the end of the year 2000, our group had over 30,000 satisfied customers in its fold. |  |
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| **Personal Details** |  |
| ate Date Date of Birth : 14th June 1982Nat Nationality : IndianMart Marital Status : SinglePass Dri Visa Status : Company Sponsorship   |   | Indian |
| **References** |  |
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| References can be furnished upon request. |

**DECLARATION:**   I hereby declare that all the information’s stated here in above are true to the best of my knowledge and belief.