RASMIDA

RASMIDA.351189@2freemail.com

SUMMARY OF EXPERIENCE

Over 4 Years well experienced and accustomed to working in a multicultural, busy & demanding environment. Hardworking who is eager to learn more, Accepts directions easily, willing to invest time and effort necessary to complete a task and can adjust easily with varied people. I can communicate well in English verbal and written, highly proficient with MS Office.

CAREER HISTORY

**Title:** Executive Secretary Cum Business Development Executive

 **Light Tower Events, Abu Dhabi, UAE**

 **Period:** July 2014 to Till date

Light Tower Events is an innovation-driven event management company known for its creative designs and excellent production capabilities. Based in U.A.E, we have made initial forays into the rental business as well. Our track record includes playing host to a number of highly successful events, held both locally and internationally.

* Secretarial & administrative duties such as reports, memos, letter drafting, email queries
* Providing high quality support to the managing director,
* Coordinating schedule, appointments and travel arrangements.
* Handling all incoming/outgoing (confidential & general) correspondence.
* Schedule, remind and fixing up appointments and meetings & prepare documents for same
* Screen the important mails and giving utmost urgent response
* Manage front office operations (couriers, vendors, visitors, candidates, oversea clients, office housekeeping), Make travel arrangements
* Take part in any administrative meetings to assure secretarial follow-through
* Work with and expand current prospect database within specified business sectors to generate effective leads & exceed sales targets for the business
* Develop a sales contact plan direct marketing, and attending industry events to build relationships with key prospects
* Respond to incoming Requests for Information (RFIs), Requests for Proposals (RFPs) in a professional and creative manner
* Represent td at industry events, including round tables, speaking forums and new business events
* Work closely with Marketing to identify appropriate go to market messaging for specific business sectors

**Title: Executive Secretary – GM**

 **Luminary International Petroleum Services L.L.C, Abu Dhabi, UAE**

 **Period: January 2014 – July 2014**

Luminary Emirates Petroleum Services LLC, headquartered in Abu Dhabi, United Arab Emirates under the Chairmanship of H H Sheikh Hazza Bin Khalifa Al Nahyan. We facilitate petroleum products to our buyer’s primarily from ADNOC and ARAMCO subsequently from all other major refineries in the middle-east.

* Management of complex diary and travel arrangements both local and overseas.
* Scheduling and organizing internal and external meetings and coordinating events.
* Receiving and handling all telephone calls in a professional manner.
* Assisting with HR administration processes.
* Processing LPOs for local purchases.
* Managing petty cash.
* Maintaining an organized filing system.
* Handling the maintenance and contracts of office equipment.
* Attending to other administrative duties as assigned.
* Managing databases.

**Secretary cum Administrative Assistant**  December 2011 – Nov 2013

Prestige Real Estate Co. W.L.L. – Abu Dhabi

* Operating a busy switch board for the company.
* Secretarial & administrative duties such as reports, memos, letter drafting, email queries
* Providing high quality support to the managing director,
* Coordinating schedule, appointments and travel arrangements.
* Handling all incoming/outgoing (confidential & general) correspondence.
* Schedule, remind and fixing up appointments and meetings & prepare documents for same
* Compose correspondence/reports for own or manager’s signature
* Check deadlines on incoming requests and put preliminary work in play
* Receive/attend telephone calls for assigned manager and takes messages in absence

ACADEMIC & PROFESSIONAL QUALIFICATIONS

* Bachelor of Business Administration : Abu Dhabi, UAE
* MBA in HR (On going) : Abu dhabi , UAE

SUMMARY OF SKILLS

Excellent Communication and interpersonal skills, highly organized able to adapt to changes in limited time. Expertise in Secretarial and Administrative skills (including HR activities) and multi-tasking. Ambitious, Dedicated, Responsible, Team player and a Quick learner with great persuasive & presentation skills. An outgoing personality and can work under pressure to meet the deadlines.

PERSONAL PROFILE

Date of Birth : 23rd May 1993

Gender : Female

Religion : Islam

Marital Status : Single

Nationality : Indian

Visa Status : Under Father’s sponsorship

Languages Known : English, Hindi, Malayalam