**SVETA**

**SVETA.352043@2freemail.com**

***A highly self-motivated and well-experienced, excellent interpersonal and communication skills. To obtain a position in a supportive environment where I can help the organization grow in value utilizing my experience, capabilities and abilities.***

**EXPERIENCE:**

**2015 – Current – Office Manager/HR Executive - Tivoli Dome Security Services LLC**

 -Handling HR/Admin/Finance files

 -Office staff/Security Guards/Life Guards/Gym Attendants files

 -Employees salaries calculations and depositing in the bank/advance salaries/salary deductions

 -Updating Petty cash reports and recording the company expenses/ Fund Requests reports

 -Preparing Company Bank Accounts reports/cheques reports

 -Preparing Invoices to clients, purchase orders, quotations/payment vouchers/receipts/bills

-Assisting the highest Management in personal and miscellaneous tasks/credit cards/hotel bookings, dinner bookings, assisting management’s family’s personal requests, etc..

-Arranging and attending the meetings, taking minutes, distributing and making sure that all discussed matters during the meetings are implemented by the staff

-Coordinating with Egypt staff for the money transfers/guards Uniforms, name badges, company logo badges, business cards, email accounts, DHL and Aramex deliveries etc..

-Handling and keeping a track of Company Cars/fuel expenses/ Rental Cars/ Carlifters/ payments/ registrations and insurances/maintenance

-Taking care of staff medical, emirates ID, residency visa stamping, Labour Contracts, offer letters/coordinating with the Company PRO/keeping a track

-Managing the company’s branch in DMCC Free zone/utilities payments/organizing the office/assisting DMCC members on their visit to office/ assisting Concordia from DMCC/renewal of the trade license

-DMCC online portal – applying for staff residency visas/cancellations/DMCC Labour cards/NOCs/Authorization Letters/submitting the documents in the counter/maintaining portal balance

-Company’s Etisalat Sim Cards/bills details/payments/managing the packages of staff

-Warning Letters to staff/ IOMs/ monitoring the staff biometrics attendance, manual attendances

- Assisting the auditors for both companies

-Maintaining the company’s accommodation – GM’s apartment and Sports City Apartment

-Tenancy Contracts, Ejari, DEWA payments and bills with security deposits

-District Cooling payments for Sports City Apartment, JLT Office, TDSS office

-Assisting the Operations Manager in preparing his reports related to the company

-Preparing the Termination Letters/Job Descriptions/Promotion Letters/Authorization Letters/NOC/Salary Certificates

-Staff IDs/Life Guards Licenses/DPS Licenses/Medical Insurances

-Annual Leaves/Emergency Leaves /Final Dues/ payments

**2012 – 2015 Management Associate / Assistant Executive to MD&CEO. Sevens LLC.**

-In charge of short listing and recruiting employees

-Following up on the minutes (ensuring all that is discussed is put into action) -Following up with the responsible sales staff regarding their sales calls -Screening incoming calls, making notes of essential information and prioritizing the calls to be returned by the CEO

-Overseeing the duties of the Communication Executive -Implementing and maintaining procedures/administrative systems -Organising travel and preparing complex travel itineraries -Attend meetings on behalf of CEO, writing minutes

-Sourcing and ordering stationery and office equipment -Managing and reviewing filing and office systems -Carrying out background research and presenting findings

-Producing documents, briefing papers, reports and presentations

-Organising and attending meetings and ensuring the manager is well prepared for meetings

-Liaising with clients, suppliers and other staff

-Cheque encashment, fines and salik reports for each staff, salary preparations, deposits, deductions, monitoring the lates and annual leaves, sick leaves -Preparing and issuing Memos/IOMs

-Arranging for the medical insurance cards for each team members

-Coordinating with PRO for the visa related issues, applying for employment/tourist/residence visa for new comers

-Ensuring that all the team leaders submitted their reports in a daily manner

**2012 January. Senior Sales Consultant. Al Jaber Optical Centre. JBR.**

**2009 -2012 Sales Consultant. Al Jaber Optical Centre. (Dubai).**

-Greeting the customers and ascertain what they want or need

-Ensure that products on display are in place tidy, clean and attractive to customers -Maximize and utilize properly the time spend inside the Showroom

-Stock replenishment according to provided number of products -Replace sold items according to the sales report given by the manager

**2008-2009 Office manager. Construction Company “BishkekTechnoBuilt”**

* Arranging the meetings
* Dealing with the suppliers from foreign countries
* Responsible for purchase orders and quotations to be actioned on time and in a proper manner as per the company’s system.

**2006- 2009 Chairman Assistant of the Foreign Languages Department**

-Placing orders for office supplies, equipment, services

-Supporting management and staff and assisting with major projects -Dividing the duties and classes for the teachers

**LANGUAGES:** Fluent – **Russian, English.**

**EDUCATION:**

2009 March – May. **Certificate** in Basic Turkish

Turkish language school “Tomer”. Bishkek, KYRGYZSTAN,”

2008 October-December. **Certificate** in English Fluency and IT Skills

CMC Institute. New Delhi, India,

2001 – 2006**. Diploma. Bachelor Degree.** Linguistics and Business Management. Osh State University, Faculty of Foreign Languages