***Jenifer***

[***Jenifer.360807@2freemail.com***](mailto:Jenifer.360807@2freemail.com)

**OVERVIEW**

Exceptional background and expertise with nearly 18years of rich experience in areas of office administration,Payroll Administration,Compensation & Benefits,Performance Management,customer relations and managerial Duties.

**Work Experience**

**Administrator /Receptionist**

**Lavender Nails Spa**

**JBR Dubai Oct 2016 till Present**

Responsibilities:

* answer incoming calls, determine purpose of call and transfer call
* greet visitors
* giving tours of the spa facility and scheduling appointments.
* notifying staff members of any customer cancellations or the arrival of any unscheduled visitors.
* monitor visitor access
* handle customers queries
* interact with visiting vendors
* provide ongoing customer service support
* receive, sort and distribute mail
* receive product deliveries
* generate reports and other documents
* maintain front desk procedures handling cashier responsibilities , handling petty cash

**Purchase Incharge**

**Delfinos Mega Mart.Porvorim Goa. March 2015 till September 2016**

Responsibilities :

* Identifying the right supplier and managing purchase contracts with the suppliers with regards to price , quality,sourcing and supply.
* Maintain records of goods ordered and received.
* Prepare and process requisitions and purchase orders for suppliers.
* Locate vendors of materials and supplies and interview them inorder to determine product availability and terms of sale.
* Control purchasing department budgets
* Review purchase order claims and contracts for conformance to company policy.
* Administer on – line purchasing system.
* Follow up on reorders and payments of suppliers.
* Check and appropriately respond to all e-mails from clients for follow up of materials.
* Preparing Firm invoice and Performa Invoice.
* Identifying pending bills, old advance & follow up with the vendors for closure of the same

**Office Administrator cum Assistant Manager**

**Newton’s Arcade. Goa August 2007 till February 2015**

**Responsibilities:**

* Perform routine clerical tasks mailing,copying,faxing ,filing,scanning.
* Handled accounts payable & receivables.
* Collecting and follow up of outstanding receivables.
* Prepared monthly statement of accounts , invoices.
* Data entry.
* Managing petty cash
* Managing office supplies.
* Preparing Payment & Receipt vouchers.
* Handled cash & card transactions.
* Managed daily sales report.
* Handled Money Exchange counter.
* Email to Client for follow up of material
* Assist Accounts department for preparation of salary to employees.

**Benetton**

**Sales Assistant January 1997- December 1999**

**Responsibilities :-**

* Greeting customers.
* Supporting and promoting sales to gain more profits.
* Stock taking and maintaining Inventory.
* Reach sales targets set by the management.
* Assist shoppers to find the products of their choice.
* Responsible for processing cash and card payments.
* Reporting to the manager.

**Significant Highlights**

* Accurately processed monthly pay roll.
* Supported staff efficiently in assigning project - based work.
* Managed employee relations coordination by addressing employee queries regarding payroll,health insurance,leaves.etc.
* Created excellent working environment for cultivation of healthy relations amongst colleagues which helped drive performance.
* Ensured thorough effective and efficient quality and administration that all forms of delay are avoided.
* Substantial multi - task skills developed through fast – paced work environments,and multiple employments.
* Highly self – motivated,goal – oriented, and hard working with excellent inter – personal skills.

**Academic Credentials**

* H.S.S.C.E Passed .Goa University,India. 1993 – 1994

**IT & Software Skills**

* MS- Office and Internet.

**Personal Details :**

Date of Birth : 22nd April , 1978

Marital Status : Married.

Linguistic Proficiency : English, Hindi, Konkani, Marathi.

Nationality : Indian

Place of Birth : Mumbai ,Maharashtra **.**

Notice period : One month.