Aghyn

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**CAREER OBJECTIVE**

I am looking for a position that will enhance and utilize my communication and organizational skills in a competitive and growing environment. I moved to Bahrain 3 years ago after completing my BBA in Finance and Marketing. I have had the pleasure of working within 2 different industries for International companies. I am highly flexible and adaptable and 100% committed to my role.

Whilst completing my BBA, I worked as a Secretary and I have been able to utilize this experience here in Bahrain to enhance my skills and I have worked my way to Executive Secretarial level.

I am looking for an established company where I can commit to a long term position and grow my career. I pride myself on my good communication skills and confident at dealing with all levels of staff within a company up to Board Level.

**WORK EXPERIENCE**

**ZAYANI INVESTMENTS,**

**MANAMA, KINGDOM OF BAHRAIN**

Established in 1977, Alzayani Investments is a dynamic company with a proven track record. It derives its strength from its local solid foundation, and its worldwide network of contacts.

Involved in diversified industries such as automotive, health care, manufacturing, real estates and service, the company is expanding on constant basis.

**Executive Secretary & Office Administrator From March 2015 to November 2016**

Provide administrative support to the Board of Directors:

**Job Responsibilities**

* Provides executive support and completes a broad variety of administrative tasks for the Managing Director including managing an extremely active calendar of appointments, completing expense report, arranging complex and detailed travel plans and taking minutes of meeting.
* Serves as the administrative liaison to Senior Management Team including travel arrangements, expenses, meetings, event planning and all other administrative task.
* Coordinated and set up high-level conference calls, board and management meetings, special events and travel arrangements for top executives.
* Maintaining appointment schedules by planning and scheduling meetings, conferences etc.
* Arranging and coordinating meetings and events.
* Making travel bookings & other related arrangements.
* Drafting and routing correspondence; letters etc.
* Answers and screens phone calls.
* Transcribes drafts, proofreads and revises correspondence, memos, agendas, minutes.
* Assists in the completion of various forms, notices and other communications, which may require posting and/or publication.
* Exhibits ability to constructively deal with conflict and afford effective resolutions.
* Suggests policy changes in order to streamline department operations.
* Assures departmental operations within budgetary guidelines.
* Exhibits willingness to ensure successful inter-departmental relationships.

Prepare for monthly and special Board meetings:

* Completes the General Manager’s report, which requires input from all departments and is presented to the Board of Directors.
* Provides administrative support for the completion of documentation of Board agenda items.
* Provides transcription and dictation of Board meeting minutes.

**STEELMARK MID EAST**

**MANAMA, KINGDOM OF BAHARAIN**

One of the major project package specialists and international distributors of **steel** pipes, fittings, flanges, valves and other piping

**Secretary & Commercial Admin From January 2013 to February 2015**

**Job Responsibilities**

Executive Assistant to Managing Director & Commercial Administrator to sales team.

* Devising and maintaining office systems, including data management and filing.
* Arranging travel, visas and accommodation, and occasionally, traveling with the manager to take notes or dictation at meetings or to provide general assistance during presentations.
* Screening phone calls enquires and requests, and handling with them appropriate.
* Meeting and greeting visitors at all levels of seniority;
* Organizing and maintaining diaries and making appointments;
* Dealing with incoming emails, faxes, and post often corresponding on behalf of the manager;
* Carrying out background research and presenting findings;
* Producing documents, briefing papers, reports and presentations;
* Organizing and attending meetings and ensuring the manager is well prepared for meetings;
* Liaising with clients, suppliers and staff.
* Processing new sales leads
* Managing the correspondence between the sales team and their clients
* Monitoring customer accounts
* Providing data and reports to help the sales team
* Keeping track of sales targets
* Answering phone calls
* Scheduling diaries

**SILICON MANAGEMENT SCHOOL**

**BANGALORE, INDIA**

Established under the flagship of Varalakshmi Educational and Rural Development Trust, Silicon Management School is a best B-School in Bangalore

**Administrator and Secretary From December 2010 to December 2012**

**Job Responsibilities**

* Prepare requisitions, correspondence, and transcripts.
* Prepare documents and lists for awards programs, and other student recognition programs.
* Record student information as required on permanent records.
* Assist with the registration of new students, including requesting and sending student records, setting up cumulative folders, and entering student data into appropriate databases or computer programs.
* Assist with processing changes and adjustments to student schedules.
* Process purchase orders.
* Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
* Sort and process mail.
* Assist receptionist and register as needed
* Assist students, parents, and teachers including distributing testing, scholarship, and other college materials.
* Assist counselor with Admission, Review, Meeting preparation and Special education referral process.
* Assist with graduation preparation as needed
* Maintain confidentiality.
* Other duties as assigned.

**EDUCATIONAL QUALIFICATION**

* BBA -Finance & Marketing (Kanpur Vidyapeeth)

**COMPUTER KNOWLEDGE**

* Ms Word, Ms Excel , Ms powerpoint