**Mary**

[**Mary.362501@2freemail.com**](mailto:Mary.362501@2freemail.com)

Career Objective:

To obtain a challenging position that will allow the utilization of my skill and experience and to pursue my career with a highly competitive organization that will give me an opportunity to grow as an individual and as a part of the team.

Skills & Competencies

* Exceptional
* Computer Literate (MsWord, MsExcel, Visual Dolphin for Accounts, Paytrax & Oasis for HR, Easy Cheque, Internet)
* Knowledge in operating Mircos & POS Machines
* Strong office administration, interpersonal, organizational and communication skills
* Patience, Hardworking, Flexible, ability to multi-task and meet deadlines, and fast learner
* Can handle Pressure with minimum supervision

Work Experiences:

**Terraverde LLC**

Villa 454, Al Wasl Road,Jumeirah 2, Dubai, UAE

**Accounts Assistant**

Nov. 2012 – Present

1. Receives and posts client payments by recording cash, checks, and credit card transactions
2. Carry out filing functions and ensure all relevant documentation is stored in a timely and accurate fashion
3. Maintains accounting ledgers by verifying and posting account transactions
4. Responsible for issuing Sales Invoices and Credit Notes for specific job contracts
5. Follow up Original Invoices/Receipt Vouchers not received from suppliers
6. Assisting Internal and External Audit documentations.
7. Assists Chief Accountant in Office Administration and Accounting Task
8. Perform Data Entries for Payroll purposes such as Laborer’s Time card Attendance, Overtime, Leave Details, Deductions and Salary Revision
9. Coordinate Laborer Details with HR Department Personnel, to Admin/HR Director and Engineer In-Charge
10. Prepares Monthly Bank Reconciliations
11. Execute any other duties as assigned.

**Emirates Advocates and Legal Consultants**

14th Floor, Emirates Advocates, Emirates Tower, Shk. Zayed Rd., Dubai, UAE

**Emirates Grand Hotel**

Financial Center Metro Station, Shk. Zayed Rd., Dubai, UAE

**HR Secretary / HR Officer**

October 2011 – October 2012

1. Deliver General Office Management
2. Greet and assist employees and into daily operation routine
3. Coordinates Staff Recruitment process
4. Compose Internal & External Correspondences
5. Maintains organized and updated departmental 700 employee files within the Group of the company (both electronic and hard copy)
6. Monitor staff attendance and Liaise monthly payroll
7. Prepares and arrange documents as per the requirement of each applications
8. Responsible for Bank Account Opening and Insurance Application for all employees of the company and its affiliates
9. Handles and Maintain records of confidential documents and information
10. Take and relay accurate and timely messages by phone, fax, email, answer queries and complaints in person, external and internal visitors as priority
11. Arrange local transportation if necessary
12. Provide back-up support of operations with miscellaneous administrative duties
13. Undertake any other duties as requested and/or instructed by the Admin & HR Director

**AAL MIR TRADING CO. LLC**

Dubai Investment Park 1, Dubai, U.A.E

**Junior Commercial Executive – Import & Export**

April 2006 – December 2008

1. Review Sales & Position of each product and submit product movement report to Import/Export & Commercial Managers for order evaluation
2. Received product requisition from the Import and Export Managers, Sales Managers, Commercial Manager and s eek or select product requirement by negotiating to several suppliers to acquire competitive rate as per company’s target price (with price comparison) to enable effective trading and operations.
3. Close follow up with product order status production, consignment, barcode & shelf life as per Dubai Municipality requirement, and export documentation.
4. Arrange appointment of Bureau Veritas inspection in case of Liberia Shipment cargos.
5. Ensure and prepare documents received from suppliers for shipment clearing
6. Systematize and submit relevant documents to Port & Customs & Dubai Municpality in a timely & accurate manner per shipment (Shipping schedules, Letters of Credit, Customs Declaration Documents, Import & Export Goods Declarations, and Food Import & Re-Export Service & Municipality Related Forms).
7. Online application of Dubai Municipality Food Import & Re-Export Services, Customs Bill of Entry, Road and Transport Authority Vehicle Advertisements.
8. Maintain open lines of communication between manufacturers, suppliers, vendor, sales team and warehousing personnel to expedite product orders, distribution and problem resolutions.
9. Manage, Organize & Update details using database applications.
10. Interact verbally & in writing between suppliers/relevant staff/management/government bodies & respond clearly & effectively to spoken request/complaints over the phone or in person and or to verbal or written instructions as advice.
11. Undertake other related duties as assigned.

**Century Hotel**

Khaleed Bin Al Waleed Rd., Bur Dubai, Dubai, UAE

**Waitress**

February 2002 – March 2006

1. Welcome & acknowledge all guests according to company standards.
2. Develop & maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees.
3. Communicate with others using clear & appropriate language & answer telephones using proper etiquette.
4. Ensure adherence to quality expectations & standards as well as responsible for daily cash reconciliation/reports/cashiering
5. Handling general complaints raised, Assisting in monthly inventory
6. Meeting operational expectations, Maintaining high quality standards
7. Serving customers with excellent satisfaction at their end as possible