**Yulia**



**Yulia.362590@2freemail.com**

**Professional Summary**

An **Administrative professional** with over **11 years of experience** across **UAE and Kyrgyzstan.** Strong background within **Oil&Gas** and **Construction** industries.Expertise in **office management**, **travel management**, **communication**, **business correspondence and documentation**, **cost saving**. Determined to implement earned skills and knowledge for the growth of the company while providing a diverse administrative support.

**Skills**

* Ability to quickly assess and prioritize office tasks
* Excellent administration skills
* Reliable and trustworthy
* Multi-tasking and result-oriented
* Time management
* Communication and organizational skills
* Quick adaptability to changes
* Relationship Building
* Preparing reports / document translation
* An eye for detail
* Ability to work under pressure and to tight deadlines
* Analytical and problem solving skills

**Employment History**

**UNAOIL Group of Companies, Dubai Jan., 2011 to Present**

**Administration Manager**

* Organize and control day to day activities of the office, including personnel management, overseeing office equipment operation, processing paperwork, monitoring reception;
* Arrange local and international travel for company’s staff, management, Board Members; preparing of NOC and other documents for travel and visas; on time visa applications, flight and hotel reservation, airport transfers, transportation as and when required;
* Estimate, budget and observe office administration expenditures, including procurement of stationery, printing materials, pantry supplies, office maintenance services and allocate expenses to the relevant account;
* Ensure cost saving by elimination of overcharges, defining unnecessary services, rate reduction from providers through negotiation and effective communication;
* Organize office layout, planning optimal utilization of office space and storage; coordinating and supervising office relocation;
* Manage performance and provide guidance to admin staff members, carry out appraisals and disciplining staff;
* Arrange and coordinate office meetings, off-site meetings and events including hiring catering services, arrangement of meeting space, working with hotels to secure rates and availability, liaising with parties to ensure attendance;

**Ceres Group of Companies LLC, Dubai Jan., 2010 – Sept., 2010**

**Personal Assistant to Managing Director cum Estimator**

* Assist MD to prepare estimation and specifications for new construction projects;
* Filter mails, highlight urgent correspondence and print attachments; answer telephone/email inquiries and provide requested information to clients;
* Take, type and distribute Minutes of the meeting;
* Ensure MD is briefed and prepared for a meeting;
* Keep and maintain an accurate record of papers and electronic correspondence on behalf of MD;
* Prepare and register contract agreements and quotations for clients;
* Coordinate with team of designers scope of works for new projects;
* Calculate and prepare tender submissions from architects drawings and detailed specifications provided by clients;
* Deal with relevant authorities/ developers to obtain required permits and access to project sites;

**Britany Pool LLC, Dubai May, 2009 – Jan., 2010**

**Personal Assistant to Administration Director/ Secretary**

* Receive and screen office calls and visitors, schedule and set up appointments, send fax transmittals;
* Sort and route mail; arrange courier pick-up and delivery domestic/international and track delivery;
* Draft, type business letters and emails;
* Photocopying, binding documents when required;
* Maintain Master document register of contracts, documents, tender drawings, revised drawings, transmittals and all soft copies related to construction projects;
* Responsible for receiving, registering, distributing and controlling of all types of internal and external official documents;
* Recording document flow to and from all clients, sub-contractors, also issuing transmittal letters and receipts;
* Performing other tasks as assigned by the management

**Bait Al Khair General Trading LLC, Dubai Sept., 2007 – Sept., 2008**

**Office Manager / Logistics Coordinator**

* Coordinate and track movement of goods to the warehouse, ensure that goods are timely shipped and transported via rail, barges and trucks to the destination port;
* Track shipments from pick up to delivery, provide reports to customers on request and liaising with them when necessary;
* Prepare paperwork for billing invoices to clients;
* Ensure fulfillment of custom formalities for shipments re-export;
* Perform basic accounting, i.e. issuing receipts, maintain cash flow;
* Maintain filing system, organize storage of hard copy and electronic documentation;
* Supervise office and kitchen supplies, maintain office premises;

**Turkish-Kyrgyz “Alis Lider” Co. Ltd., Bishkek, Kyrgyzstan Sept., 2005 – Aug., 2007**

**Procurement Assistant cum Interpreter /Translator (Chinese-Russian)**

* Observe inventory level of material at warehouse in line with forecasts, monitor procurement schedule and supply of goods;
* Research and provide accurate product information to the management;
* Implement purchase process from searching new suppliers to negotiations and signing contracts;
* Maintain hard and electronic copies of suppliers contracts, quotations, purchase orders and quantity survey;
* Produce weekly or monthly reports for company’s management;
* Provide written interpretation of contract agreements, purchase orders and goods specifications;
* Ensure that all written translations conform the original text in terms of technicality;
* Perform oral interpretation services during meetings with overseas suppliers;
* Contributed in successful installation and launching of PVC production line at company’s factory being intermediary between representatives of the overseas supplier and local management;

**Educational Qualifications**

**Master in International Relations, June 2004 (Diploma with Honors)**

Kyrgyz-Russian Slavic University

Bishkek, Kyrgyzstan

**Bachelor of Political Science, June 2003 (Diploma with Honors)**

Kyrgyz-Russian Slavic University

Bishkek, Kyrgyzstan

**Languages Known**

English (Read, Write, Speak)

Russian (Read, Write, Speak)

Chinese (Read, Write, Speak) *[Learned at the Chinese Language School from September 2004 to July 2005, Lanzhou University of China, Lanzhou City, Gansu Province – China]*

**Computer Proficiency**

Well versed with MS Office (Word, Excel, Power Point), Outlook, Good Internet skills

**Personal Details**

Date of Birth - 29/04/1982

Nationality - Kyrgyz Republic

Marital Status - Single

Visa Status - Employment Visa valid till 04/12/2018

Driving License - UAE Driving License available

Interests - Sport, Travelling, Cooking, Reading

**References:**

**Available upon request**