**Bibi**

**Bibi.362854@2freemail.com**

**SUMMARY**

I started as Clerical in 2008, my ability to be multi-task, high level of discretion and judgment, capacity to adapt myself, communication skill, excellent organizational & coordination skill and working with an interpersonal skill help me achieve my today professional status. I have for the past 8 years working for different professional level within Manser Saxon Contracting Ltd. Henceforth, my ambition is to grab greater challenge (Quote: There is no Challenge more Challenging than the Challenge to improve yourself).

**Skills Job Description** Client-focused **Secretarial Support** Operations management Attend and co-ordinate calls Quick learner Schedule Meeting

Computer proficient Communicate Job Order

Microsoft Office - Excel Advance/Word correspondences/Mail/calls to relevant

Advance/Power Point Advance internal stakeholders

File/records maintenance/ Type Official Letter

Reports generation and analysis Ensure correspondence for office and Contract negotiation/review/drafting sites are properly followed up and files Contract auditing / Meeting Document File and archive of document

PDF Converter and combine Distribute of document - Payslip, fidelity

IBL Mail / Outlook Mail card, Medical Scheme Letter Print and Bind of Report **Administrative and Back Office**

**Support**

Prepare Contract Agreement - Sub-Contractors / Maintenance Agreement

Prepare Medical Claim and

Sub-Contractor Claim

Maintain updated records of employees

Process Pay sheet

Prepare Inter-departmental Invoices

Collect Debts

Contribution in closing of Account Follow-up of petty cash request Prepare and Submit Reports Organization of Business Trip - Air Ticket/Accommodation/Transfer / Visa

**Manage Client/Consultant Relationship** Attend Customer calls/mails/queries and complains

Delegate advanced technical issues

Maintain Client Relation

**WORK HISTORY**

**Administrative Assistant**, January 2008 – December 2016

**Manser Saxon Contracting Ltd** － Riche Terre Port Louis, Mauritius

**Accounting Officer**, May 2007 – January 2008

**Manan Ltd** － Port Louis, Mauritius

**Audits Officer**, June 2006 – May 2007

**Thibaut Associate** － Quatre Bornes, Mauritius

**EDUCATION**

Diploma in Management spec Human Resource, 2013

**University of Mauritius** － Reduit, Mauritius

**INTERESTS**

Sport - Volley Ball

Cinema

Hiking - Pascal Group

Family and Friends Party

