**CURRICULUM VITAE**

**SAHAD**

[**SAHAD.365200@2freemail.com**](mailto:SAHAD.365200@2freemail.com)

SYNOPSIS

* **Experienced Professional –Admin Executive / Office Assistant / Data entry operator.**
* **Fluent English Speaking & Real time project handling and administrational experience.**
* **Graduated in Business Administration with Strong organizational, time management and problem solving skills**

EXPERIENCE SUMMARY

**Admin Executive / Office assistant**

Organization : **Al Madina Group of Companies – Dubai -UAE**

Duration : Oct 2013 –Dec 2015.

**Data entry operator**

Organization : **Volga Group of companies –Bangalore -India.**

Duration : Aug 2012- Sept -2013

**Roles & Responsibilities as an Admin Executive:**

***a) Administration***

* Event Management for the Staff Summer and Christmas Conferences
* Updating the Customer Relationship Management System (Salesforce)
* Office Administration including keeping all office supplies well stocked
* Operational administration of room and resource bookings and ensuring any issues related
* with the offices and site are communicated to the necessary parties

b***) Human Resources***

* Being the key ambassador for recruitment and the first point of contact for HR enquiries
* Keen eye for detail in administering HR documentation such as employment contracts
* Liaising with applicants to arrange interviews, and planning for Assessment Days
* Executive Assistance

***a) Management Support***

* Assisting the COO and MD with developing and managing key relationships.
* Initiating and overseeing the on-going follow up action after meetings
* Liaising with Resurgo employees on behalf of the COO and MD

**b*) Administration***

* Preparing all necessary briefing papers and documents for the COO and MD in good time in

Advance of meetings

* Maintaining the COO’s and MD’s files and records and logging meetings on Salesforce
* Arranging the COO’s and MD’s meetings, ensuring all requirements for travel, accommodation

and facilities are met

* Regular meeting coordination and minute taking

**Roles & Responsibilities as a Data entry Operator :**

* Insert customer and account data by inputting text based and numerical information from source documents within time limits
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* Review data for deficiencies or errors, correct any incompatibilities if possible and check output
* Research and obtain further information for incomplete documents
* Apply data program techniques and procedures
* Generate reports, store completed work in designated locations and perform backup operations
* Scan documents and print files, when needed
* Keep information confidential
* Respond to queries for information and access relevant files
* Comply with data integrity and security policies
* Ensure proper use of office equipment and address any malfunctions

EDUCATIONAL QUALIFICATIONS

* Bachelor Degree in Business Administration – University of Calicut.
* Higher Secondary Education Certificate in Commerce & Accounting – State government of Kerala.
* High School Certificate – State government of Kerala

TRAINIGS & IT SKILLS

* Skilled in Microsoft Excel, Word, & PowerPoint.
* Fast typing speed.
* Diploma in financial accounting.
* Diploma in tally.
* Skilled in accounting software I-trade.
* Excellent communication both in English & Arabic skills (verbal and written)
* Ability to work confidentially at all times

STRENGTHS

* Well versed with all the accounting aspects.
* Good interpersonal and communication skills.
* Responsible for complex interaction with clients.
* Ability to work under pressure.
* Ability to handle complexity and ambiguity.
* Ability to identify and correct any minor or major mistakes in accounts.
* Maintaining good record of all accounts, which is understood by others.

PERSONAL DETAILS

Date of Birth : 23/05/1989

Nationality : Indian

Marital Status : Single

Current Visa Status : Visit Visa

Languages Known : English, Malayalam, Hindi, and Arabic

***Declaration***

*I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.*

**SAHAD**