

C u r r i c u l u m Vitae

***Miss.Arlene***

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To achieve a position in professional environment that offers excellent opportunity in terms of

growth and rewards & thereby to the success of the company.

* **PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIVEMENTS:**

**Administration Coordinator and Human Resource in Pisces Vessel Consultants LLC (UAE). (From June 2013 till February 2017).**

**Responsibilities:**

* General telephone operations and reception duties .
* Coordinating with the candidate for conducting interviews and scheduling interview timings.
* Maintaining all records , contracts and keeping it confidential.
* General clerical duties including photocopying, fax and mailing.
* Maintain electronic and hard copy filing system.
* Issuing Company Invoices and Statement of Accounts to customers.
* Keeping and update of the funds receiving from the clients
* Provide assistance to the Administration Manager
* Issuing LPO’s & Accounts payables
* Coordinating & liasing with pro for staff visas locally & international
* Liasing with Travel agents & airlines for bookings & tickets
* Office attendance / Staff Movements
* Preparing and sending Final Voyage Statements
* Coordinating with Bunker suppliers for supplying bunkers to the vessel.
* Updating Job movement of the Surveyors attending jobs.

**Administration Assistant in Fanar Marine Services LLC (UAE). (From Mar 2011 till May 2013).**

**Responsibilities:**

* General telephone operations and reception duties .
* General clerical duties including photocopying, fax and mailing.
* Maintain electronic and hard copy filing system.
* Issuing Company Invoices and Statement of Accounts to customers.
* Keeping and update of the funds receiving from the clients
* Provide assistance to the Administration Manager
* Issuing LPO’s & Accounts payables
* Coordinating & liasing for staff visas locally & international
* Liasing with Travel agents & airlines for bookings & tickets
* Office attendance / Staff Movements

**Assistant Accountant in Valmont Middle East FZE, Jebel Ali. (UAE). (6 Months).**

*An USA based company handling General Trading Manufacturing of Fabricated Metal Products* *and Components established in 1990,*

**Responsibilities:**

* Researching discrepancies and reconciling of various Accounts Via creditors, Debtors (follow up), Bank.
* Managed Accounts Payable, Receivable, Petty Cash.
* Passes Journal Entries for various Accounts.
* Preparation of Trial Balance and Balance sheet.
* Good in processing Statements, Prepare Cheques.
  + - * **EDUCATIONAL QUALIFICATIONS AND COMPUTER SKILLS:**
* **BCom** passed with First class in year 2010 from University of Mumbai.
* **MS Office.**

**PERSONAL SKILLS AND INTERESTS:**

* + - I believe that **‘Learning is a continuous process'.**
    - Good communication, Team Worker, Conceptual by nature, easygoing, Sincere & Hard working.
    - Strong grasps.
    - Always keep Time Management.
    - Strong leadership qualities: able to analyze and solve problems quickly.
    - Highly inquisitive, creative and resourceful.

**PERSONAL INFO:**

* + - Date of Birth : 15th Sep 1989.
    - Nationality : Indian
    - Marital status : Single
    - Sex : Female
    - Languages known : English, Hindi.

##### DECLARATION:

I hereby declare that all the information furnished above is true and correct to the best of my knowledge & all original certificates can be produced at the time of interview.