**Sona**

[Sona.368277@2freemail.com](mailto:Sona.368277@2freemail.com)

**Career Objective:**

With over 10 years of experience in administrative jobs, I would like to seek more responsibilities where I can demonstrate my keen analytical ability as well as my leadership qualities. I am well versed in all aspects of administration, finance and human resources from my past experiences. Exceptional skills in supervising performance of the management staff. Willing to work with management level professionals which will help me in my job while performing administrative activities.

I would like to try new avenues where this knowledge can be taken forward and will result in a mutually benefiting relationship.

**Education**

* **Masters in Computer Application (MCA):** Osmania University, ‘DOEACC’ Society, Hyderabad.
* **Diploma in Business Management** from IndiraGandhi Open University **IGNOU.**
* **Bsc in Zoology** from Mahatma Gandhi University, Kerala, India

**Skills:**

Proficient in MS Office applications (Excel, Word and PowerPoint) and experience in using SAP software.

**Key Skills And Competencies:**

Leading by example, providing clear management and leadership. Good office management skills and computing skills. Organising maintenance of systems, document records, space management, etc. Self motivated with the ability to work on your own initiative. Ability to come up with own ideas to take the company forward. Experience of forward planning and team management. Can coordinate external recruitment. Able to motivate a team and have excellent people management skills. Report monthly on office progress, identifying areas of concern or improvement.

**Work Experiences**

**10 years experience** in **office Administration/Secretarial Work and Finance/HR Department** highly confident in handling all Administrative works related to projects, tenders and invoices.

Currently working in Golden Triangle General Maintenance as **Office Manager since 2014 present.**

**Previous Experience**

Worked in **Al Husam General Contracting** **Est.** during **2006 - 2014.**

***Senior Administrator cum Accountant/Hr Assistant*** 2011 to 2014

***Project and Tender Secretary,*** 2007 to 2011

***Secretary***  2006 to 2007

Repeatedly promoted during 8 year tenure with Al Husam, culminate in current responsibility for coordinating all office functions and supervising a team of administrative and accounts professionals.

During initial year served as executive assistant to the management team, handled a busy phone system, functioned as primary liaison to customers and ensured a consistently positive customer experience

**Responsibilities and Key Duties**

Working with Senior Management

* Providing expert support to engineers, managers, directors and other staff.
* Directly reporting to Operations Director and Finance Manager.
* Providing support in implementing and developing filing system to provide historical reference.
* Partnering with complex administrative management.
* Helping management in preparing statistical reports.
* Analyzing documents for big projects.
* Scheduling and participating in conferences.
* Maintaining and developing policies to improve productivity.
* Hired, trained and supervised small team of administrative staff members.
* Served as liaison between senior management, customers, colleagues and vendors to streamline flow of information
* Taking initiative to undertake any other assignments as directed by Director.
* Attend telephone calls routed for Director and handle with utmost care and attention, analyze the importance before transferring the line.
* Provide full secretarial assistance & support to the Director in his work.
* To keep good coordination & relation with Client/Consultant. Bring forward their queries/information/meeting intimations or any urgent matters promptly to the Project Director.
* Coordination with all the Departments, Company’s other Sites as and when required.
* Quickly became a trusted assistant to C.E.O. and company directors, and earned a reputation for maintaining a dedicated and positive attitude and producing high-quality work.

**Duties related to Tender Submissions:**

* Taking care of Tender submission documents viz. Technical Tender, Commercial Tender, Prequalification, etc.
* Coordinate resources to ensure all bids are timely submitted and are of consistent quality
* Replies or comments from Consultant on the submitted documents are logged
* Follow up of the tender related correspondences and sending replies to the clients with minimal supervision.
* Bring forward to the Technical Manager about the submittals for those whose replies are pending and thereby follow-up with the Consultant and obtain replies as per our project program schedule.
* Ensuring the work done by the Technical Staff is as per the requirement of Our Client.
* Sending enquiries.
* To create/modify documents/formats in Word and Excel as per the requirements pertaining to tender submissions.
* Ensure an appropriate filing system by documenting systematically all relevant documents for easy retrieval.
* Register and update logs for all the documents received and transmitted for various tenders/projects. Separate logs are maintained for all tender submissions.

**Duties related to Projects:**

* Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department operations.
* Take care of all the Technical Correspondence of the Project.
* Sending quotations, preparing purchase orders.
* Take minutes of meeting and maintain records for the operations and project team
* Develop and maintain document control processes for the efficient management
* Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and department
* Support the document controllers and project team in daily admin roles
* Undertake any ad-hoc admin projects/duties as required
* Manage the company's sensitive information with strict confidentiality.
* Prepare letters, memos, presentations, reports and proposals as required.
* Compose, transcribe and verify all communications and/or technical and administrative documentation of the department.
* Receive phone calls; provide necessary information to internal and external customers.
* Receive, distribute, send and track all correspondence related to projects received in the office.

**Duties related to HR / Finance:**

* Raising progressive invoices for all projects according to requirements as well as invoices for manpower as per time sheets.
* Handled office cash receipts and petty cash.
* Able to handle works related to Bank dealings including salary transfer, bonus and other incentives, money transfer, preparing tender bonds, salary transfer, issuing salary certificates, salary transfer letters for banks etc.
* Prepare offer letters, CV, request letters for employees for bonus, increment etc.
* Opening letter of credit (L/C) from bank, keeping track of shipments., coordinating and providing documents and assistance in clearing the shipment.
* Correspond with all types of persons such as clients, candidates, customers, suppliers and employees.
* Presented financial and work status of ongoing projects to the senior management – Took a key role in organization’s policies and decisions.

**Other Duties:**

* Take dictation, draft letters and reports.
* Keep track of the drivers and providing assistance for document deliveries, etc.
* Establish and maintain project administration procedures.
* Identify, establish and manage any additional secretarial services as required.
* Providing information and support to Document Controller.
* Responsible to take the sound decision as an administrative level in the absence of Manager.
* Learn thorough knowhow about all things related to the company and able to give the proper information when anyone approaches the company with queries.

**Major Strengths:**

* Ability to work under stress and pressurized situation.
* Self learning, taking initiative and accepting responsibilities
* Providing professional / friendly & comprehensive Administrative service.
* Proactive, well organized, extremely result oriented and energetic
* Mature, with an attention to detail and highly resourceful
* Ability to multi-task and work independently as well as in a team.
* Flexible to different kinds of work environment.
* Sincere, honest and capable to handle all administration works.

**Personal Details**

Name : Sona

Nationality : Indian

DOB : 13-11-1979

Marital Status : Married

Gender : Female

Linguistic Skill : English (Fluent), Hindi (Fluent) & Malayalam (Native)

**Declaration:**

I hereby declare that all the above furnished details and particulars are true to the best of my knowledge and belief. This is to confirm that the above details can be supported by relevant documents when required and references will be available upon request.

Sincerely,