**CURRICULUM VITAE**

**Name** : **Divya**

[**Divya.368530@2freemail.com**](mailto:Divya.368530@2freemail.com)

**OBJECTIVE**

An enthusiastic graduate and 7.5 years’ experience in the field of Administration. Seeking a position with career opportunities and advancement where I have the opportunity to contribute towards the growth of the company while getting significant professional growth. Fast – track career progressive and history of repeat rewards. Committed to providing an atmosphere of exceptional employee morals and impeccable with integrity and honesty.

**KEY EXPERIENCE**

**Total 10 years work experience in Administration & Finance**

**7 Years work experience in UAE**

**EXPERIENCE**

**Jumeirah Beach Hotel (5 Star Deluxe)**

Jumeirah Group, Dubai UAE (2013 May-2016 December)

**Coordinator**

**Responsibilities handled:**

* Responsibility for development & implementation of efficient office systems
* Responsible for incoming and outgoing calls & mail.
* Responsible for update and filing all official documents.
* Assisting HOD for their requirements , schedule appointments & arrange meetings
* Handling colleague vacation plan, maintain colleague attendance records
* Responsible for colleague internal training and track the records.
* Coordinate with Training department to process the monthly/yearly appraisals.
* Updating HR reports thru internal system.
* Coordinating with HR for colleague medical, visa renewal, interview schedule, and orientation.
* Handling colleague resignation & new hire process.
* Arrange special events & departmental meetings.
* Responsible for making Purchase order in Adaco and follow up for department supplies.
* Tracking monthly purchase orders to keep in line with monthly budget.
* Responsible for managing supplies and maintenance of storage areas
* Responsible for keeping office equipment maintained

**System**

* Microsoft Windows ( Word, Excel, PowerPoint & Outlook)
* Oracle
* Opera
* Adaco

**Jumeirah Beach Hotel (5 Star Deluxe)**

Jumeirah Group, Dubai UAE (2010 March-2013 May)

**Finance Assistant**

**Responsibilities handled:**

* Checking and Monitoring complimentary checks and meal charges
* Preparing &Posting JV in SUN
* Checking and verifying daily purchases.
* Posting daily batches in Adaco.
* Checking and posting all Outlet requisitions in Adaco
* Preparing Food & Beverage Flash Cost.
* Updating all outlets requisitions in Adaco.
* Checking and posting all outlet beverage transfers.
* Preparing Food & beverage sales mix report.
* Monthly inventory in hotel outlets & stores.
* Posting and checking inventory in system
* Preparing F&B Cost remarks report in month End.

**System**

* Micros – POS
* Adaco. Net,
* RMC, EMC, EMP Search, Netvupoint
* SUN system

**A&B Toolers**

Cochin, Kerala, India (2008-February-2010 January)

**Office Administrator**

**Responsibilities handled:**

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Responsible for purchase orders. Raising of purchase orders and invoice tracking.
* Creating and modifying documents using Microsoft Office.
* Setting up and coordinating meetings and conferences.
* Updating, processing and filing of all documents

**Grace Motors**

Kannur, Kerala, India (2006 December-2008 January)

**Office Administrator**

**Responsibilities handled:**

* Assisting the admin manager in performing the office work
* Responsible for managing the dealers and suppliers
* To manage the inventories and issuance
* Responsible to check the availability of the stationary and their ordering
* Checking the receivables bills
* Responsible for managing the bill payment of suppliers.
* Coordinate with the department heads for their requirements.

## EDUCATION

## 2004 Kannur University, Kerala (India)

## Degree, BSc (Physics)

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## 2001 Calicut university, Kerala (India)

**Pre-Degree**

**KEY SKILLS:**

* Strong organizational, administrative and analytical skills
* Capacity of working long hours when it’s required.
* Ability to maintain confidentiality
* Ability to produce consistently accurate work even whilst under pressure
* Ability to multi task and manage conflicting demands
* Yield profit through waste and time management.

**PERSONAL SKILLS**

* Quick Learning
* Time management
* Proactive and assertive
* Flexible & approachable

REFERENCES – Available on request.