**monica**

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**Objective:**

To work in a professional atmosphere, which gives me a scope to display my skills and give me ample scope to grow along with an organization.

**Strength:**

* Good in communication skills.
* Easy adjusting to any kind of environment.
* Innovative and creative.
* Dependable and flexible character, with inexhaustible stamina for work.

**Working Experience:**

* Worked as an Officer-Administration in **Caresoft Global Pvt Ltd**. Chamiers Towers, Nandanam from Mar 2015 to Feb 2017.
* Worked as an Admin executive in **Monarch Ergonomics India Pvt Ltd**, Santhome , Chennai from Sep 2014 to Mar 2015.
* Worked as an Admin Manager in **ROPE Enterprises Pvt Ltd**, IITM Research Park, Chennai from Sep 2013 to Aug 2014.
* Worked as a Coordinator cum executive in **MGM CENTRE**, Mylapore, Chennai, from Aug 2012 to Jun 2013.

**Academic Qualification:**

* **Bachelor of Engineering in Electronic And communication Engineering** 6.7cpga in The New Royal college of Engineering and Technology 2008-2012**(Affiliated to Anna University)**

* **Higher Secondary** 72% (May-2008) in St.Antony’s Girls Higher Secondary School **(State Board)**
* **SSLC** 82.6% (June-2006) in St.Antony’s Girls Higher Secondary School **(State Board)**

**Key Skills:**

* Computer knowledge
* Dedicated, innovative, self – motivated and quick learner.
* Highly motivated to work as a team.

**Key Responsibility Areas – Caresoft**

* Handling all admin related tasks including:

1. Processing vendor  and rental invoice
2. Processing Business card & ID card
3. Guest house maintenance
4. Arranging accommodation based on travel request, Making local travel arrangements to associates if requested by them
5. Monthly meeting and birthday celebration arrangements
6. Maintaining monthly SLA report, Guest House tracker, Exit clearance checklist, Mobile and data card register, ID card, Business card.
7. Coordinating with all vendors.
8. Data card  and SIM card processing based on request
9. Conducting food committee meeting twice in month and record minutes of meeting
10. Closing WE CARE request on time
11. Coordinating with HR team with work, team events, etc.

l) Sending office boy attendance and daily activity report to HO on monthly basis.

m) Maintenance and safe handling of all office documents and all fixed assets

n) Liaised with Vendors and Agencies for signing effective corporate deals and contracts for AMCs.

* Coordinating for New joining formalities and Exit clearance.
* Handling all external inward and outward communications through letters and couriers
* Supervising and controlling security and housekeeping services and to educate and warning them in case of any irregularity,
* Petty cash and purchase handling maintenance.
* Maintaining stationery stocks report.

**Key Responsibility Areas – Monarch**

* Coordinating with walk-in-clients.

a) Explaining about the products to clients.

b) Sending quote to clients and closing the sale.

* Handling all admin related tasks including:

a) Coordinating with sales, sending the monthly sales report, collection report to HO.

b) Sending attendance and daily activity report to HO.

c) Maintenance and safe handling of all office documents and all fixed assets

* Handling all external inward and outward communications through letters and couriers
* Petty cash and purchase handling, ledger maintenance.
* Maintaining stocks report.
* Monthly bills payments for Telephone, Internet, Electricity, Water, Security, Housekeeping, Beverages, Newspapers, Stationary.

**Key Responsibility Areas –ROPE**

* Handling all admin related tasks including:

a) Coordinating with all external service providers

b) Coordination of all corporate events and functions like annual day, annual appraisal, etc.

c) Maintenance and safe handling of all office documents and all fixed assets

d) Ensuring employee compliance to all ROPE policies, regulations, rules and norms

* Handling all external inward and outward communications through letters and couriers
* Public Relations

a) Maintaining good relations with key customers, suppliers and production centres and tracking them to know their satisfaction levels and spot further opportunities for ROPE

b) Coordinating ROPE's participation in fairs and exhibitions.

* Handling E-commerce Portals

a) Checking out the orders from the E-commerce vendor panel & coordinating with the production people about the orders received.

b) Maintaining the dispatch of the products & processing invoice for the E-commerce products.

c) Getting the customer feedbacks

* Petty cash and purchase handling, ledger maintenance

**In-plant Training:**

* Chennai port trust
* Accel IT academy