**Bindu C/o-Mobile:** +971 505891826

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**Sub : Application for the Post of Executive Secretary**

**A highly motivated achiever with leading character. Goal and team oriented; recognized as working well with peers and management. Possesses strong work ethics, adaptability to change and eagerness to take on additional responsibilities and challenges.**

**Over all Experience: 19 Years (Gulf Experience: 14 Years & 4 Months)**

**CORE COMPETENCIES INCLUDE:**

* Excellent communication skills
* Language proficiency in English, Hindi & Malayalam
* Good business writing skills and very good typing speed
* Natural Organizational abilities
* Demonstrated performance of working independently
* Ability to perform consistently under pressure and in a varied environment
* Ability to adapt quickly to ideas, methods and environments
* Ability to communicate with people of all levels and background
* Self-motivated and resourceful, operating on own initiative or as an effective member.

**SYNOPSIS:**

**Experience in Export Sales Coordination, Secretarial, HR -Administration, Purchases and Client Servicing across diverse industry verticals.**

**ORGANISATIONAL DETAILS**

**Oct 2012 – Feb 2017 GIBCA GROUP, SHARJAH**

**Export Sales Coordinator**

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***The Accountabilities:***

* Handling calls and interacting with customers(In country & International)
* Preparing Offers, Tenders and their Follow-ups.
* Maintaining Enquiry registers and their updating.
* Preparing Project Registration and Order Confirmations.
* Pro-forma Invoice for the customers.
* Preparing of Pre-Qualification & Material Submission Binders for Major Projects.
* Assistance to the Export Sales manager for day to day tasks.
* Coordination with the Sales executives and providing them the best support.
* Follow up and coordination with the Production department for the samples and order deliveries.
* Arranging Mock-up(sample) for the customers
* Responsible for tracking of pending deliveries.
* Monthly Sales report preparation.
* Encoding business correspondence and responsible of sending out to the customer via fax and email
* Filing and Sorting of various other documents

**Mar 2005 – Oct 2012 - Pacific Building Material Co.LLC**

**HR-Assistant Cum Secretary**

**Pacific is sister concern of Al Rahmani Group of Companies represents them in Sharjah.**

***The Accountabilities:***

* Maintaining Staff Register and Assistance in salary preparation
* Coordinating with the HR Department for visa, ID/passport renewal.
* Maintaining Leave records of employees and assistance in preparation of leave salary.
* Maintaining vehicle renewal records and fleet sheets
* Preparation of Local Purchase Order, Quotations and their follow-ups.
* Handling calls and interacting with customers
* Assisting the Purchase department for negotiating with the major suppliers assisting the Accounts department in updating the invoices and other task as may request from time to time.
* Responsible to receive all Incoming documents and Sending Outgoing documents
* Encoding business correspondence and responsible of sending out to the customer via fax and email
* Filing and sorting of various other documents

**September 2002 – January 2005 Paramount Trading Est.**

**Secretary/Sales & Purchase Coordinator**

(Commercial *Kitchen & Supermarket Equipment Trading company)*

***The Accountabilities:***

* Letters handling to Managing Director and forwarding.
* Ticket and Hotel bookings for Managing Director
* Assisting in preparation of Documents related to Visa, Labour Department.
* Organizing meeting and preparation of minutes of meeting.
* Maintaining of staff register and personal files of employees.
* Follow up of material supply locally as well as imports
* Handling of Imports correspondence and international calls.
* Handling documents related to Import shipping.
* Preparation of quotation (projects) and their follow up.
* Sales Invoicing and payment follow up.
* Negotiating with suppliers.
* Preparation of material requisition & LPO’s.
* Attends trainings, workshops, seminars and focus group discussion.

***The Attainments:***

Dealt with major Clients like, Hyatt Regency, Ramada International & suppliers like, Koxka-Italy, DGD-Italy etc.

**April 1998- Nov 2001 - Green Country Agro Foods, Hyderabad**

**Customer Service Executive**

***The Accountabilities:***

* Attending the calls of customers and clearing their queries.
* Preparation of customer statement.
* Preparation of delivery schedules.
* Preparation of monthly sales report.
* Correspondence with Head Office regarding the Title deed supply and all documents related to customers.
* Meeting customers with sales executives to sort out their complaints, taking suggestions etc.,

**April 1997- March 1998 Geojith Securities Ltd, Cochin Receptionist**

***The Accountabilities:***

* Handling incoming and outgoing calls
* Updating Employ register, Call register and Incoming & outgoing letter register.
* Ticket booking, Hotel & travel arrangements.
* Laisoning with customer and arranging their meetings.
* Filing and sorting of various documents

**EDUCATIONAL DETAILS**

* MBA in HR from Manonmaniam Sundaranar University, Tamilnadu, India
* Bachelor’s Degree in Economics from M.G University, Kerala
* Diploma in Secretarial course from Winners college of Engineering, Cochin
* Diploma in Office automation from ITC, Cochin
* Typewriting (English) (55wpm) from Kerala Govt. Tech. Examination
* Matriculation from St.Teresas Convent School, Ernakulam, Cochin.

**PERSONAL DETAILS**

Date of Birth : 14th Dec 1976

Nationality : Indian

Skills : Proficient in Microsoft Office applications (MS Word, Excel, Power Point &

Outlook)

Visa Status  : Husbands Sponsorship