ALIFIA

PROFESSIONAL

C/o- Cell: 0505891826 – alifia.378424@2freemail.com

SUMMARY

High-powered Office Manager/Executive Assistant bringing 19 years experience in a fast-paced office environment. Strengths include advanced computer skills and strong research ability. Seeking a full-time and long term position within an organization that offers challenges and the opportunity to grow. Efficient, accurate and detail-oriented Executive Assistant who takes initiative and has an innate drive to succeed. Highly motivated to expand knowledge and skills. Highly capable at prioritizing tasks with ease.

SKILLS

Highly organized Works well under pressure

Travel coordination Pleasant demeanor

Microsoft Office proficiency Certified Computer Office Assistant

Articulate and well-spoken Customer service-oriented

Time management Payroll

Professional and mature Invoice processing Meticulous attention to detail Multi-line phone proficiency

REFERENCES

References Available on request

W ORK

HISTORY

03/2016 to Current

Operational Support Coordinator cum Executive Secretary

Volvo Middle East, Jebel Ali, Dubai – Dubai

Supported Chief Operating Officer with daily operational functions. Analyzed departmental documents for appropriate distribution and filing. Obtained documents, clearances, and approvals from local authorities. Preparing & maintaining graphs for Long Range Data.

Heading the recruitment team for hiring IW/OW employees.

Scheduling training sessions for the employees based on job requirement. Assist Managers in day-to-day coordination and management of business operational activities.

Assisting GM in updating dashboards and Team places. Arranging business travel bookings for the GM.

Extracting Data & Reports from SAP for day to day reporting. Attending QRQC and investigating the claims.

Attending administrative duties as and when required.

Worked directly with service center, Business Controller to achieve the day to day target.

03/2010 to 03/2016 Office Manager cum Executive Secretary

DQL Energy Limited, DIFC Sister Concern Company of Daman Investments – Dubai

Managed the CEO's complex and frequently changing travel arrangements and coordinated the pre-planning of trips.

Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.

Researched, proposed and implemented vendor services to decrease costs to organization.

Supervised household staff, contractors and vendors.

Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations.

Arranging meetings for the director & setting up the meeting rooms.

Developed and maintained an alert system for upcoming deadlines on incoming requests and events.

Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.

Processed travel expenses and reimbursements.

Distributed company-wide announcements, booked conference rooms and coordinated catering for annual staff development forum.

Liaising with DIFC/ local authorities with regards to visas, renewal of company trade licenses.

Managing Incoming and Outgoing courier/posts.

Coordinating with HR department with regards to the induction of employees. Compute firm's daily Revenue Figures and send across to the management. Reconciliation of firm's all the bank statements on day-to-day basis.

Monitoring brokerage receivables & Reconciliation of Egains & BPS Statement. Monitoring client's accounts & chasing on outstanding invoices through emails & phone calls.

Keeping a track of payments to vendors as and when they are due & update management regarding the same.

Compute Revenue figures for DFSA & send to finance for further analysis. Maintain Petty Cash & prepare petty cash statement month end.

Generate & send month end client invoices.

Prepare brokerage classification spreadsheet for income, revenue, fees & rebates for firm's branches in DXB, NY, LHR & Houston.

Preparing accrual spreadsheet on monthly basis.

Attending to clients queries with regards to DK trades, discrepancy on price, month etc on day-to-day basis.

Compute Quarterly PIB figures for finance.

Month end revenue reports based on Broker, Client for the management. Prepare NOC or salary letters for staff as and when requested.

Maintain Leave holiday calendar for staff.

Prepare letters to bank for any transfers as & when requested by management. Liaising with HR to put all documents together for new joiners for their residence

visa, group medical Insurance & salary account. Annual letters to the debtors as per auditors request. Preparing Pivot Charts for the yearly revenue figures. Running monthly payroll for the staff.

07/2007 to 03/2010 Office Administrator cum Executive Assistant General Manager

ILS Fiduciaries Sister Concern Company of Daman Investments – Dubai

Managing the day-to-day operations of the office. Maintaining the time sheets for the lawyer and subordinates. Organizing and maintaining files and records.

Planning and scheduling meetings and appointments.

Preparing and editing correspondence, reports, and presentations. Making travel and guest arrangements.

Posting Drafts, Invoices & Receipts in the accounts software (Viewpoint). Raising local purchase order for stationary, office & computer equipment. Handling company Petty cash.

Handling monthly accounts.

Attending to all the DIFC government related jobs. Raising invoices for clients.

11/1997 to 07/2007 Receptionist cum Admin Assistant

Rashideen Intl. Holding Co. Ltd – Dubai

Distributors of Phillip Morris Products - Marlboro Cigarettes) Attending to switchboard with 20 lines and 150 extensions.

Handled all the invoices for the parent and their sister concern companies. Handled incoming & outgoing courier & posts.

Greeting visitors & guiding them to the concerned department/person.

Keeping a rota of various meetings during the day & arranging for the meeting room accordingly.

Assisting HR department as and when required for application of visas and renewal of company trade license.

Attended general adhoc duties as requested.

06/1996 to 05/1997 Executive Assistant

Commercial Supplying Agency – Surat, India

EDUCATION

1996

1996

Bachelor of Commerce: Accounts & Audit

Veer Narmad South Gujarat University - Surat, GJ, India

Accountancy & Auditing

Diploma: Computerized Office Automation

Datapro Infoworld Ltd. - Surat