**GREESHMA SURESH**

**Email:** **greeshma.379999@2freemail.com**

**PERSONAL SUMMARY**

A highly competent, motivated and enthusiastic administrator with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems

Currently looking for a suitable position with a reputable and ambitious company.

**WORK EXPERIENCE**

**Admin& Accounts Manager**

**August 2015-Present**

**Exclusive General Trading& Tiger Exclusive General Maintenance, Abu Dhabi**

* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
* Purchases materials by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
* Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
* Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
* Doing company registration with govt. sites and other online
* Renew, update and maintain the trade licenses and other government certificates of all company’s legal entities in the UAE to ensure that the documents are up-to-date.
* Renew and maintain all company’s leases in the UAE before its expiry, which includes offices, company apartments
* Company registration and renewals to the required sites.
* Submission of correct documentation to the Ministry Of Labor for visa applications
* Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed
* Responsible for Purchase Order
* Preparing weekly , monthly Report
* Prepares Journal entries.
* Bank reconcile, preparing monthly statement.
* Supervising the work of office juniors and assigning work for them.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Calculates and prepares reimbursement billings and tracks receivables; reconciles monthly accounts receivable
* Preparing periodical cash flow & fund flow statements for Monthly Sales, Purchase, Plan, Monthly Stock Report etc.
* Maintain accounts receivable customer files.
* Responsible for making receipt voucher/payment voucher.
* Preparing MIS Report.
* Doing VAT calculation, VAT return and refund.

*Recruitment & Selection: - Sourcing, Screening, Selection :-*

* Understanding the Manpower requirements of the organization.
* Budgeting of manpower requirements.
* Sourcing Profiles through Job Boards, References, Industry Mapping, Social Networking Sites & Head Hunting.
* Handling recruitments from Support Functions up to Leadership Level.
* Conducting HR Interviews.
* Reference Checks of Candidates.
* Releasing the offer.
* Preparing certificates and maintains records of employee’s confirmations, promotions, salary appraisals, terminations and resignations.
* Handling employee grievances and resolving it.
* Well versed in UAE Labour Law, Labour Department, and Immigration department.
* Maintaining HR Database and keeping it up to date with all staff details.
* Preparing monthly duty roaster of all departments.

**Secretary cum Administrator**

**August 2014-March 2015**

**Start Action advertising LLC, Sharjah**

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area

* Preparing daily attendance report
* Monitoring office stationery, inventory and ordering suppliers as necessary
* Responsible for purchase order
* Raising of purchase order and invoice tracking
* Handling incoming and outgoing calls and emails
* Preparing ,updating and arranging office files
* Prepare monthly report.
* Daytodaypreparation ofallvoucherentries.
* Preparation ofSalary,Overtimecalculation.
* WPS preparation&submitting necessary documentsfor salarytransfer.
* Preparation ofIncome&Expenditure statementonweekly&monthlybasis.
* Paymentfollowups.
* Preparingquotations, LPO &SendingInvoices.
* Coordinatecheque preparation&distribution.
* Pettycash handling.
* Overalladministrationofthe companyincludingresource andlabor management.
* Posting adds in free sites
* Sending Inquiry.
* Sending Quotation to the client.
* Follow up the status of Quotation.
* Independently managing the front desk.
* Making enquiries of items, getting quotations from suppliers, negotiating with them

And finalizing minimum prices

**Administrator Assistant/Receptionist**

**March 2012-June 2014**

**Talents Centre for Learning, Sharjah**

* 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.
* Organizing business travel, itineraries, and accommodation for managers.
* 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.
* Involvement in social media implementation.
* Updating, processing and filing of all documents.
* Assisting to prepare monthly payroll

**Account Assistant**

**June 2008-December 2011**

**Ganesh Enterprises, Kerala**

* Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements.
* Assisting distributing monthly revenue and expenditure reports to departments.
* Calculates and prepares reimbursement billings and tracks receivables; reconciles monthly accounts receivable.
* Receives cash or checks or completes credit-card transaction.
* Compares totals on cash register with amount of currency in register to verify balances.
* Endorses checks, lists and totals cash and checks, and prepares bank deposit slips.
* Disburses cash and writes vouchers and checks in payment of company expenses.
* Responsible for updating supplier accounts, sort and match invoices for reconciliation of payments
* implement and maintain office systems
* handle incoming mail and other material communicate verbally and in writing to answer inquiries and provide information
* Responsible for checking all monthly expense such us telephone bills, electric bills and company credit card.
* And other duties as assigned related to the job.

**Administrative Assistant**

**March 2004-October 2007**

**MS Associates, Kerala**

* Maintain a bidders’ list, vendors’ file, and such other records as are needed for the efficient operation of the purchasing function.
* Responsible for the time keeping of personnel timecards, leave of absences, tardiness monitor their

Leave credits.

* Prepares quotations, invoices, delivery notes, Performa invoices, material requisitions (both monthly which includes stationary supplies and kitchen supplies, and daily materials as needed in the workshop), service requisitions, receipt voucher and other documents needed by the company.
* Coordinates with clients and suppliers.
* Receiving, sorts and distributes mail, memo and circulars within the office; files correspondence and other materials as required.
* Follow up call for client’s payment.
* Arrange the LPO. (Local Purchase Order).
* Responsible for making receipt voucher/payment voucher.
* Answer Telephone and give Information take Message or transfer calls to appropriate individual.

**KEY SKILLS AND COMPETENCIES**

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.

**ACADEMIC QUALIFICATION**

* BA/ Currently doing BCOM (Bharathiyar university)
* PDC Commerce
* SSLC

**COMPUTER KNOWLEDGE**

* Post Graduate Diploma in Computer Applications.
* Tally
* Mechanical AutoCAD.

**OTHER QUALIFICATION**

* Cosmetology and Beauty parlour Management
* P P T T C

**PERSONAL INFORMATION**

Gender : Female

 Nationality : Indian

Marital status : Married

 **Visa Status**  : **Husband visa**

**LANGUAGES KNOWN**

* English, Malayalam, Hindi and Tamil

**DECLARATION**

I hereby declare that the information given above is correct and complete to the best of my knowledge and belief.