**Objective**

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**Komal**

**Email:**

**Komal.382102@2freemail.com**

**Date of Birth:**

**06-05-1984**

**Nationality:**

**Indian**

**Marital Status:**

**Single**

**Visa Status:**

**Residence Visa**

**Languages:**

**English, Hindi, Arabic and Sindhi**

**2017-Annamalai University**

**Post Graduate Diploma in Value Education and Spirituality.**

**Hyderabad, India.**

**2006-Manipal University**

**Bachelor of Arts in Fashion Design & Technology.**

**Dubai, UAE.**

**2002- The Indian High School**

**Graduated grade 12th with distinction.**

**Dubai, UAE.**

 A creative thinker

 has passion for learning and adapting to new ideas

 is looking forward to contribute her understanding of work experience and

 utilize her skills and knowledge for the development of the company.

 **Relevant Experience**

 **University of Wollongong, Dubai, UAE**

**Personal Information**

 **Administrative Assistant (Temporary Position)**

 **April 2018**

* Responsible for distributing and collecting the lecturer, tutor and subject evaluation feedback forms from the students.
* Conducting tele survey of the students on behalf of Ministry of Education.
* Conducting survey of the recent graduate students to get feedback of the course.

 **Shaddows, Hyderabad, India**

 **Front office/ Administrative Assistant**

 **October 2014 - June 2017**

* Handling all administrative and customer related job.
* Sending and receiving couriers / maintaining a record of incoming and outgoing couriers.
* Ensuring orderly filing of records and correspondence with appropriate follow-up.
* Providing monthly expense reports (Telephone and Courier).
* Handling records and issues of a confidential and sensitive nature.

 **Lakshmi Prakashan Enterprise, Mumbai, India**

 **Administrative Assistant**

 **June 2012- May 2013**

* Been involved in editing the content of a prestigious Indian Magazine.

**Education**

* Creating short stories based on the given material for a well-known magazine.
* Sourcing materials online and editing them to be sent to the creative department for approval and print release.
* Taking care of the petty cash, making cheques for the clients and vendors.

 **Eduvoyage Academy, Mumbai, India**

 **Administrative Assistant**

 **October 2011-April 2012**

* Building up good relationship with parents, teachers and students.
* Provide monthly expense report.
* Handling records and issues of a confidential and sensitive nature.
* Handling all documentation work.
* Keeping a track of teacher’s and student’s timesheet.
* Coordinating class schedule and ensuring smooth functioning of classes.

 **Regal Stitch, Dubai, UAE**

**Computer Skills**

**MS Office (basic)**

**Adobe Photoshop**

**Corel Draw**

**June 2005, Dubai, UAE**

**Swarovski Middle East Award Winner.**

**Teamwork**

**Creative**

**Adaptability**

**Interpersonal skills**

**Communication skills**

 **Fashion Designer cum Admin Assistant**

 **September 2010- August 2011**

* In charge of the entire Women’s wear Department.
* Budgeting for Haute Couture set up.
* Attended fashion shows to observe new fashions and materials.

**Achievements**

* Managing between the clients and the workers to ensure that the dedicated work has been completed before the given dead line as per the client’s specification.
* Coordinate activities of workers who draw and cut patterns and construct sample garments for Haute Couture collection.
* Overseeing the production of the chosen design, checking the quality and making sure the project is completed to schedule.

**Skills**

* Communicate with clients to acquire store feedbacks.
* Conceptualize and create visually appealing displays inside and outside of a store to draw in business.

 **Vanza International, Dubai, UAE**

 **Fashion Designer (Freelance) cum Admin Assistant**

 **August 2006-June 2011**

* Coordinating with the agents for material designing.
* Handling budgeting for foreign clients based in UK, USA, South Africa, India and Middle East.
* Handling the shipments of the materials for import – export.
* Managing between the client and the agent to ensure that the dedicated work has been completed before the given dead line as per the client’s specification.
* Sourcing materials from the market and creating designs using embellishments.
* Taking orders from the clients and the agents based on sample work.
* Creating new designs for clothing.
* Handle the queries and problems regarding product delivery.

 **JJ VALAYA, Dubai, UAE**

 **Front Office**

 **April 2005-October 2005**

* Suggesting and creating Haute Couture and Prêt a Porter designs for clients.
* Handling all administrative and customer related job.
* Building up good relationship with customers and have established a strong cliental database.
* Sending and receiving couriers / maintaining a record of incoming and outgoing couriers.
* Providing monthly expense reports (Telephone and Courier) to the CEO.
* Handling customer calls and resolves their queries.
* Preparing and supervising and analyzing projected sales and prepare a report based on cliental feedback.
* Ensuring orderly filing of records and correspondence with appropriate follow-up.
* Handling records and issues of a confidential and sensitive nature.
* Managing and recording the monthly stock and placing orders for new stock.