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dimple

Dubai UAE

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To secure a challenging career with Dynamic, Servicing, Progressive organization in order to utilize my abilities, knowledge and personal acumen and with integrity contribute in the development

KEY SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Skills:** | *Office Management*  *Records Management*  *Database Administration* | *Calendaring*  Deadline-Oriented   Confidentiality | Attention to Detail |
| **Computer Skills:** | *MS Word*  *MS Excel*  *MS PowerPoint* |  |  |

Professional Experience

**Worked as a Admin cum Personal Assistant in Aditya InfoTech(CPPLUS), Dubai** , Dec2017 – May 2018

**Admin cum Personal Assistant**

* Handling all admin related issues.
* Type correspondence, reports and other documents
* Manage database of employees and clients.
* Assisting with all aspects of administrative management
* Coordinating between staff, labors and drivers in resolving day-to-day administrative and operational problems
* Scheduling and coordinating meetings, interviews, events and other similar activities
* Sending out and receiving mail and packages. Sending faxes, Managing Files
* Preparing meeting minutes, meeting notes and internal support materials.
* Client Satisfaction Surveys.
* Payment Follow Ups & Collections. Raising Invoice
* Answer a multi-line switchboard quickly.
* Screen, assess and refer individual inquiries to their destination. Taking down and deliver messages accurately and in a timely fashion Keep up to date information regarding the various events and happening at INDEX
* Perform general backup clerical support whenever needed
* Perform other related duties as required
* Maintains cleanliness and appearance of reception area
* Able to work as a team player in a changing and growing environment
* Greet customers and visitors to the premises, answering questions, announcing calls or providing directions.
* Able to respond to queries in a positive, pleasant, helpful and open manner.
* Organize and prioritize work, work independently, and multi task.
* Receive, sort and distribute incoming mail.
* Liaise with various dispatchers to ensure the timely delivery of documents and invitations.
* Education
* Higher Secondary Schooling In Arts
* Graduation In Arts from university of Kota, Rajasthan
* Master in Social Works from university of Kota, Rajasthan

Strength & Abilities

* **Commitment towards job**
* **Hardworking, Sincere & Dedicated**
* **Result – Oriented & Self Innovative,**
* **Regular in matter of attendance. (100% of schedule attendance)**
* **Like to accept any challenge with positive attitude.**

Personal Particulars

* Date of Birth: 13 February 1987
* Marital Status :Married
* Nationality: Indian
* Languages Known: English & Hindi
* Visa Status: Husband Visa