** RESUME**

**VIVIAN**

Email: [Vivian.383665@2freemail.com](mailto:Vivian.383665@2freemail.com)

**CAREER SUMMARY:**

A highly resourceful, flexible, innovative and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning, and organizing administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Effective skills in developing and maintaining accurate and easy to use filing systems.

**AREAS OF EXPERTISE:**

* Customer Service
* Accountant
* Receptionist/Assistant cum Admin
* Cashier
* Order Processing
* Departmental Support
* Data Entry and management
* Office Procedures
* IT Skills

**JOB RESPONSIBILITIES:**

▪ Provide information asked for and direct them to the right department

▪ Receive mail and deliver it to be appropriate person(s),

▪ Order, receive, and maintain office supplies, maintain filing system

▪ Monitor appropriate use of office supplies and oversee inventory

▪ Respond to inquire and provide appropriate secretarial support

▪ Manage repair and maintenance of office equipment

▪ Good communication and organizational skills, keen stress and time management skills

▪ Help with document scanning

▪ Maintenance of confidential files and record

**PROFESSIONAL EXPERIENCE: IN INDIA AND DUBAI**

01/08/2011 to 04/04/2013: Warehouse assistant in Mangalore, INDIA

29/05/2013 to 19/08/2015: SUBWAY RESTAURANT (SHIFT IN CHARGE)

29/11/2016 to Present: ROMYS RESTAURANTS &CONFECTIONERIES (PRODUCTION IN CHARGE)

* Responsible for preparing reports, invoices, software word processor, database.
* Performs facilities management and general office duties like ordering supplies and maintains the records of management systems
* Checking the goods as per the manifest,
* Reporting is there is any damages (photography evidence)
* Helping to the operator at the production department.
* Stock checking and inventory
* Dealing with deliveries and stock rotation.
* Communicates with internal and external customers in a professional and caring manner

**EDUCATIONAL PROFILE:**

* Pre-University college
* Diploma in Computer Application
* IT Skills (MS Office, Internet, Excel and MS Operating Systems)
* E-Finance

**STRENGTHS:**​

▪ Detail-oriented and possess ability to handle-multi task effectively, ability to read and interpret complex oral and written instructions

▪ Familiar with major operating systems

▪ Posses excellent management and organization skills

▪ Patience and the ability to perform tasks accurately

▪ Ability to prepare, compose and assemble confidential information

▪ can work under pressure.

**PERSONAL DETAILS**:​

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| --- | --- |
| Date of birth | : 27/07/1990 |
| Sex | : Male |
| Marital Status | : Single |
| Nationality | : Indian |
| Languages Known | : English, Hindi, Kannada, Urdu and Konkani |
|  |  |
| Visa Status | : Employment Visa |

**ADDITIONAL:**

* Fast learner with a keen ability to set and maintain priorities
* Well-organized with strong ability to work under stressful conditions
* Strong verbal and written communication skills
* Proven ability to deal promptly with emergency situations

**DECLARATION:**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.