RESUME

Neetha

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**HR/ADMIN/OFFICE ASSISTANT**

To seek a responsible career in the field of Human Resource/Administration/Office Assistant post where I can utilize my skill and knowledge, which demand practical and endless creativity. Looking forward to add valuable experience and new direction and challenge in all areas of Human Resources by continuously using both theoretical and practical background in new areas.

**PROFILE SNAPSHOT:**

* Currently working for Cheqpoint Tech Trading One of the Leading MEP Equipment supplier company as an office assistant - Dubai
* Spanning over 4 years as Admin Assistant in Tamimi Group- one of the reputed firm across the globe gives me the confidence to present myself as a strong candidate offering the requisite experience, skills and knowledge to work effectively in a HR/Admin Department.
* Being a B.com graduate and a expert in computer accounts, coupled with my diverse and in-depth professional work experience primarily acquired at TAMIMI Group [Doha, Qatar]
* A self-motivated and career focused graduate with a profound desire to excel at what I do and a commitment to continued learning.
* Equally important, I possess essential soft skills such as leadership and team working, effective communication - both written and oral, delivering compelling presentations, client relationship management and working effectively under stress.
* I am looking for a dynamic role offering increased responsibility and teamwork whilst adding value to decision making, planning & organizational growth.

**CUMPUTER SKILLS:**

* Proficient in MS Office application, Particularly MS Word & MS Excel, Outlook,Power point.
* Diploma in Computer Accounts.
* Web and Social Skills.

**ACADAMIC RECORD:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Qualification | Institute/University |  | Year of Passing |
| 1  2  34 | Computer Accounts  Bachelor of Commerce (BCOM) | Institute of Computer Accounts, Mangalore, India  Mangalore University, India |  | 2012    2012 |
| Pre University College | Mangalore University , India |  | 2009 |
| High School | Medline convent ,India |  | 2007 |

**COURSES & ACHEVEMENTS:**

* Attend National Cadet Crop- NCC(Examination Conducted by Udupi District, India(Level One)
* Volley Ball Player at State level.
* Participated in Co-Curriculum activities.

**EMPLOYMENT**

2018- Present cHEQPOINT Tec-tRADING-DUBAI, UAE (A Leading MEP Equipment Company).

Job Role and Duties :

Currently working for Cheqpoint Trading Company as an Office Assistant/Secretary.

* Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.1
* Update and maintain databases such as mailing lists, contact lists and client information
* Receive, sort and distribute incoming mail.
* Typing, preparing and collating reports.
* Filing.
* Preparing Quotations/ Purchase orders.
* Replaying to official Emails.
* Prepare and Edit Documents
* Deal with telephone and email enquiries, using an email system (e.g. Outlook).
* Photocopy and print various documents, sometimes on behalf of other colleagues.
* Order and maintain stationery and equipment.
* Handle confidential documents ensuring they remain secure.
* Scheduling and delegating administrative task.

2014-2017 tamimigroupof COMPANIES –Doha, QAtAR (Facility and Catering Management company)

Job Role and Duties :

I had been an Admin Assistant over 4 years with Tamimi Group worked for liaison organizational staff, executives, clients, vendors and visitors on a daily basis, vendor management, broadly, my responsibilities entail.

* Maintained the office database – retrieved and organized information for individual employees and clients.
* Sorting and distributing incoming communication data, including faxes, letters and emails.
* Performed various secretarial/clerical duties such as documenting, faxing, mailing, & organizing filing system.
* Supervising and recording corporate documentation, electronic files, inventories and reports.
* Undertaking billing work, managing diaries, typing up correspondence, documents
* Scheduling and delegating administrative task.
* Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.
* Resolving administrative problems.

2012 - 2013 AJ HOSPITAL & RESEARCH CENTRE-INDIA

Job Role and Duties :

* Determines patient invoice by capturing services noted in patient chart, clarifying services with physicians.
* Identifies responsible party by examining patient record.
* Issues invoice by entering service data, calculating charges, mailing invoices.
* Resolves billing issues by discussing contract with third-party payer, explaining insurance contract with patient, negotiating settlement.
* Maintains patient and invoice files by entering data.
* Provides billing information by collecting, analyzing, and summarizing third-party billings, accounts pending, and late charges data and trends.
* Updates job knowledge by participating in educational opportunities.
* Accomplishes medical office mission by completing related results as needed.

**STRENGTHS:**

* Excellent verbal and Non-verbal communication.
* Strong negotiation skills.
* Excellent organization and prioritization skills.
* Responsible, Leadership, Flexible, Sincere and Friendly.
* Ability to multitask effectively and get a lot done in a high quality manner.
* Comfortable working in a fast paced environment.

**LANGUAGE KNOWN:**

* English.
* Hindi.
* Kannada.
* Konkani.

**PERSONAL DETAILS:**

Date of Birth : 01/07/1991

Sex : Female

Nationality : Indian