**MUBEENA**

# CURRICULAM VITAE

**(Admin Assist.)**

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# CAREER OBJECTIVE:

An experienced clerk, Admin Assistant, customer executive with the understanding of the day to day activities of large or small offices, on various departments such as procurement, admin and accounts, looking for a challenge to prove my ability.

# PROFESSIONAL EXPERIENCE:

## One year experience from sales and customer executive in India.

* Current employee as Admin Assistant in UAE.

**JOB RESPONSIBILITY:**

* + *Supporting the purchasing department will all elements of administration to ensure its smooth running and functioning.*
  + *Building, collating and processing orders to suppliers.*
  + *Providing Purchasing and logistics support to the product management team.*
  + *Matching supplier delivery notes with GRN’s and chasing suppliers for delivery dates.*
  + *Processing purchase orders for goods and services; advising staff on purchasing requirements.*
  + *Raising and expediting orders with suppliers, while controlling stock levels.*
  + *Maintaining and securing the purchasing departments administrative records and data.*
  + *Organizing the on time delivery of purchased supplies to the company.*
  + *Liaising with suppliers in relation to any cost or invoice queries and obtaining a resolution.*
  + *Being the main point of contact for supplier problem resolution and instigating the necessary corrective actions.*
  + *Working closely with the supplier to resolve any issues that negatively affect delivery timescales.*
  + *Management of reject components, then coordinating appropriate actions with suppliers.*
  + *Supporting the product management team in the relationships with suppliers and logistics partners.*
  + *Running errands to post office, office supply store, etc.*
  + *Providing administrative and clerical support (mailing, scanning, faxing, copying, filing).*
  + *Maintaining electronic and/or hard copy filing system.*
  + *Opening, sorting and distributing mail to various professionals in the office.*
  + *Assisting in resolving problems.*
  + *Answering phone calls and taking messages.*
  + *Preparing and editing documents like letters, reports, memos, and emails.*
  + *Scheduling and coordinating meetings, appointments, and travel arrangements for other professionals.*
  + *Taking dictation and maintaining store of office supplies.*
  + *Recording minutes of meetings.*
  + *Handling requests from other professionals.*
  + *Strictly adhering to office policies and procedures, especially regarding confidentiality.*
  + *Acting as a point of contact for clients.*
  + *Tracking accounting information.*
  + *Helming the reception desk when necessary.*
  + *Coordinating between professionals and departments.*

# COMPUTER SKILLS:

### OS : All Windows

Other Packages : MS Office, Internet Surfing

* *MS Word*
* *MS Excel*
* *MS PowerPoint*
* *MS Outlook*
* *data entry and database management*
* *typing skills*
* *general accounting and administration (excel)*
* *proficiency in a wide range of computer applications*
* *Initiative and resourcefulness resulting in the effective streamlining of processes and systems to improve efficiency.*

# WORK EXPERIENCE

1. India.
   * *Day to day activities*
   * *Competently liaising with external suppliers.*
   * *Monitoring order intakes and reporting on supply chain constraints.*
   * *Reconciling stock counts against database records.*
   * *Building good long term relationships with suppliers.*
   * *Remaining calm under pressure whilst working to tight deadlines.*
   * *Superb general office administration skills.*
   * *Managing documentation and filing related to the purchase department.*
   * *Carrying out quality control inspections of incoming shipments.*
   * *Preparing and editing documents like letters, reports, memos, and emails.*
2. UAE.
   * *Greet clients and visitors with a positive, helpful attitude.*
   * *Assisting clients in finding their way around the office.*
   * *Announcing clients as necessary.*
   * *Helping maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.*
   * *Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.*
   * *Preparing meeting and training rooms.*
   * *Answering phones in a professional manner, and routing calls as necessary.*
   * *Assisting colleagues with administrative tasks.*
   * *Performing ad-hoc administrative duties.*
   * *Answering, forwarding, and screening phone calls.*
   * *Sorting and distributing mail.*
   * *Hiring, managing and developing the junior administrative team.*
   * *Provide excellent customer service.*
   * *Scheduling appointments.*
   * *Day to day activities.*

# EDUCATIONAL QUALIFICATION:

|  |  |  |
| --- | --- | --- |
| **COURSE** | **INSTITUTION** | **BOARD/UNIVERSITY** |
| DIPLOMA IN JOURNALISM | SCHOOL OF JOURNALISM IN KANNUR | BHARATH SEVAK SAMAJ |
| HSC | G.H.S.S CHUZHALI | BOARD OF KERALA |
| SSLC | ST GEORGE HS CHEMPANTHO TTY | BOARD OF KERALA |

**PERSONAL:**

### A strong team player who can work with everyone.

* Having a natural enthusiasm for providing a supportive service to work colleagues.
* A numerate individual with an analytical approach towards buying.
* Proficiency in Microsoft Office applications.
* Able to prioritize important tasks above general tasks.
* Has experience using financial systems.
* Good communication skills and an ability to relate to all levels of commercial and social contacts.
* Self-motivated, reliable, trustworthy, dependable and meticulous.
* Easy learning ability, quick understand in group decisions.
* Able to work on own initiative or as part of a team.

**KNOWN LANGUAGES:**

**English :** Speak, Write & Read **Hindi** : Speak, Write & Read Malayalam : Speak, Write & Read Tamil : Speak

# PERSONAL DETAILS:

## Gender : Female

Marital Status : Married

Nationality : Indian

Date of Birth : 30-Aug-1994

Visa Status : Employment *(Cancelled on 06-Aug-2019)*

*can stay till 03-Sep-2019*

# Declaration:

## I hereby declare that the above stated is true and correct to my knowledge.

[ **MUBEENA ]**