**Dear Mam/Sir,**

Good Morning,

**Subject: Office Administrator Vacancy**

I am submitting this letter in interest of position of : Office Administrator.

Please accept a copy of my enclosed resume for your review. In my current role as **Office Administrator**., I am responsible for coordinating a various tasks in the office. This has fine-tuned my administrative skill-set, as well as my leadership skills in Administration. I am a team player, with intuitive leadership ability and I have mastered working in a high-pressure, team environment. I am looking for a new challenge that will provide me with the opportunity to further develop my administrative career.

I would appreciate the opportunity to discuss my application, and how my previous experience for 12 years & my skills will allow me to work as part of the team and to be an effective representative of your organization.

I am available for interview at any time.

Thank you for considering my application. I look forward to hearing from you soon.

**Sincerely,**

**Nesrin**

**Email :** **Nesrin.40537@2freemail.com**



**Career objective:**

Seeking a challenging and rewarding career where my administration, conceptual and analytical skills would be utilized productively contributing in fulfilling company’s objectives , adaptor to varied environments and ability to learn new tools and technologies.

**Education Qualification:**

* Secondary School Certificate, Abu Dhabi.
* Bachelor in Business Administration (2001), Faculty of Commerce – Suez Canal University – Egypt.

**Experience:**

* **May 2014 – Nov 2015**

**Pharmaceuticals Company, Sharjah**

**as Office Administrator**

***Key responsibilities :***

* Handling administrative tasks such as typing, photocopies, faxes.
* Responsible for confidential documents & Create filling system.
* Screen telephone calls, e-mails and faxes and deal with them.
* Controlling costs and departments requirement.
* Collecting daily reports, monthly plan, monthly sales & FOV from supervisors/staff.
* Keeping records for available stock in the office.
* **Dec 2011 – May 2013**

**Office of High Profile Lady, Ajman**

**as Office In charge**

***Key responsibilities :***

* Managing functions & events arrangements taking place at the palace.
* Dealing with all the palace suppliers locally & abroad .
* Screen telephone calls, e-mails and faxes and deal with them.
* Supervising office staff on daily basis.
* Liaising with Ajman government, and all other associations in Ajman.

 ***Performing all the HR Duties as follows:***

* Dealing with recruitment agents locally and overseas.
* Sorts and reviews resumes as they arrive on a daily basis & keep a record of qualified candidates.
* Issue the offer letters, termination letters, salary certificates, experience certificates for all staff as required.
* Responsible for annual leaves, sick leaves & work ID.
* Liaising with the PRO regarding the employees status (new visas/cancellations).
* Keeps employee records up-to-date by processing employee status.
* Maintains personnel files and updating staff lists on regular basis.
* Assists employees with any benefit claim issues or concerns.
* Responsible for providing office tools, equipments and stationary.
* **December 2010 – November 2011**

**Sharjah Municipality, Sharjah**

 **as Executive Secretary - Director General Office**

***Key responsibilities :***

* Handling electronic archiving system for incoming & outgoing correspondences.
* Liaising with other departments/sections and follow up the completion & implementation of the senior management instructions.
* Reception & communication with clients & public people.
* Communicate with government and private companies.
* Delivery and receipt of transactions in coordination with the municipal delegates.
* Handling secretarial general tasks: (typing correspondence, photocopies, faxes, etc).
* **January 2009 – November 2010**

**Abu Dhabi Aircraft Technologies, Abu Dhabi**

**as Office Administrator / Secretary - Maintenance Planning Department**

***Key responsibilities :***

* Handling administrative tasks such as typing, photocopies, faxes.
* Responsible for confidential documents & Create filling system.
* Extracting and listing documents for archiving.
* Coordinate/arrange meetings, keeping agenda and sending the invitations.
* Responsible for travel reservations for Maintenance Planning Manager.
* Provide administrative services & analyze problems with develop creative solutions for the department.
* Coordinate between the Maintenance Planning Manager and all other departments.
* Handling staff training schedule & coordinate with concerned

 departments.

* Controlling costs and departments requirment.
* Collecting monthly KPI & sending to concerned management.
* Ensure appropriate coverage to assist staff requirements.
* Familiarize & train the staff of using new system.
* Follow-up the transactions with HR, IT department, Finance, Quality Assurance, Training Center and others departments.
* Undertakes typing of a variety of material such as memorandum,

 Reports ..etc.

* **Jan 2007 – Jan 2009**

**Calibers Recruitment Company, Abu Dhabi**

**as Executive Secretary - General Manager & Deputy General Manager Office**

***Key responsibilities :***

* General management of the secretariat, including typing, photocopies,

 faxes, etc.

* Management & maintain the general filing system for all correspondence (storing paperwork, documents and computer-based information).
* Organizing meetings & keeping agenda.
* Working on Tawassul Taxis Project (providing the required employees by communicate with recruitment & manpower agencies, locally and overseas).
* Greets visitors and handling takes messages and replies to questions in accordance with general instructions.
* Answer the telephone and connect callers as necessary and where appropriate.
* Responsible for liaison & coordination between the Director General and supervisor (and/or) staff.
* Perform other related duties as required.
* **Aug 2003 – Sep 2006**

**Traget Management Services Office, Abu Dhabi**

 **as Administrative Assistance**

***Key responsibilities:***

* Handling typing and archiving tasks.
* Preparing & arranging required documents for government transactions.
* Coordination with Public Relation Office & HR Department for submitting government transactions.
* Follow up transactions procedures with immigration and labour work department .
* Communicate with customers & other companies.
* Maintain filing system for the contracts and other documents.
* Receiving calls & faxes plus handling typing tasks.

**Computer Skills:**

* Microsoft Office: (Word, Excel, Power Point & Outlook).
* Oracle Program.
* Internet.

**Personal Information:**

Nationality : Egyptian

Place of Birth : Abu Dhabi

Date of Birth : 10/06/1979

Marital Status : Married

Visa Status : On husband’s visa

Address : Sharjah

**Professional Skills:**

* Excellent organizational, analytical and interpersonal skills.
	+ - Ability to work independently as well as contribute towards integrated team efforts.
		- Outstanding communication skills.
* Achieving goals and working on own initiative .
* Proven ability to work well with individuals at all levels.
	+ - Reliability in completing work with accuracy, thoroughness and maintaining the schedules.
		- Able to perform multi-tasks, prioritise duties and meet deadlines under

pressure.

* + - Efficient, resourceful, creative and flexible.

**Training:**

* Microsoft Office (Word & Excel).
* Human Factors in Aircraft Maintenance Course.
* Induction Course.
* Documentation Course.
* Oracle Program (ESS & OTL)
* Interpersonal communication.
* Office Procedures.

**Personal Attributive:**

* Good looking & behaviors.
* Outstanding Customer Care.
* Good dealing diplomatically with all embarrassed situation.
* Hard working and ability to work under pressure.
* Serious on any given assignment.
* Fast learning & creation.
* Practical, team player with the ability to extract the best from a team.

**Language:**

* Arabic
* English