**First Name of Application CV No 432792**

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**CAREER OBJECTIVE:**

To obtain a challenging position as an **HRMS/Administration Assistant** in a creative environment. In this role I lead the company to coordinate information from various Departments and establish a control center for policies and procedures regarding Correspondence, memos and the handling of data. My exciting work to recommends Automation software, and can be designated to train office personnel in a Department’s software applications that is critical to communications functions (Email, memos, and spreadsheet and database applications). I can apply my knowledge, experience and by utilizing my talents with dedication, determination and sincerity for the benefit of the facility and to enrich my career.

**ACADEMICS:**

* MBA Pursuing ICFAI University
* Bachelor of Technology Computer Science Engineering,2013

**CERTIFICATIONS:**

* Certificate in computerised Accounting
* Diploma in office Automation

**Technical Skills:**

* Languages: C, C++
* Operating Systems: Windows 8, 7, XP
* CCNA

**PROFESSIONAL EXPERIENCE:**

* **Time Net Solutions Pvt Ltd.(Nov 2014- Apr 2015)**

**Commercial Coordinator**

**Organization Details:**

TIMENET SOLUTIONS the premier IT solution provider maintains an intense focus on customers who derive strategic value from their solutions. Its customers include major network operators, enterprises, government agencies, and research and educational institutions. TIMENET delivers a portfolio of **IT solutions** that support the complex scale; this is to introduce our self as one of the leading network solution providers in South India.

**Duties & Responsibilities:**

* Solutions Provide to Complicated Network Structure
* Coordinating a sets priority levels concerning the confidentiality of data.
* Quote Price preparation, Coordination of Different Departments
* Recommends automation software, and can be designated to train office personnel in a department’s software applications that are critical to communications functions (email, memos, and spreadsheet and database applications).
* Research and identify hardware and software alternatives for handling present and future requirements.
* Effective and strong follow up with suppliers for smooth intake of Products needed for successful operation of the company.
* Adhering to all established procedures set by the management and ensuring a risk based approach towards all company dealings.
* **Idea Cellular Ltd, India(Apr 2013- Oct 2014)**

**EBU Coordinator**

**Organization Details:**

Idea Cellular is an Aditya Birla Group Company, India's first truly multinational corporation. Idea is a pan-India integrated GSM operator offering 2G and 3G services, and has its own NLD and ILD operations, and ISP license. Idea’s customer service delivery platform is ISO 9001:2008 certified, making it the only operator in the country to have this standard certification for all 22 service areas and the corporate office.

**Duties & Responsibilities:**

* Maintained an up-to-date department organizational chart.
* Crystal Application Managing and Conduct Training.
* Facilitated working relationships with co-tenants and building management.
* Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
* Customer Application Form Entering
* Creating and sending Day To Day Reports, Track sheets
* Sending Employees Attendance Details.

**CORE COMPETENCIES:**

* Committed and motivated Administrative Assistant with exceptional customer service and decision making skills. Strong work ethic, professional demeanour and great initiative.
* Energetic and reliable Office Manager skilled with working with a diverse group of people.
* Energetic, results-oriented team-player eager to bring strong administrative skills to a growing company in need of top-level support.
* Good analytical and interpersonal skills, Willingness to learn new things, Highly committed & Hard-working, Excellent organizational and coordination skills, Great inter-personal, communication and customer-service skills.
* High-performing Administrative Assistant with extensive experience working with a diverse client base and delivering results.
* Self-motivated administrative professional with extensive experience overseeing medical office operations.

**PERSONAL:**

**Date of Birth :** 21/06/1990