**Curriculum Vitae**

Syeda.217580@2freemail.com

Name : Syeda

Date of Birth : 15th September 1987

Nationality : Indian

Marital Status : Married

Visa Status : Employment

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| Career Objective |

Seeking an opportunity to work as Legal Secretary in an International Law Firm, this can also provide opportunity to grow as a professional individual.

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| **Motivation** |

Challenges are made to be overcome by skills, cooperation and patience. Overcoming challenges is my top priority and can only be done by utilizing my experience towards growth and prosperity.

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| **Work Experience** |

* Working as **Legal** **Secretary** with **Bin Suwaidan Advocates and Legal Consultants**, standing for its professionalism in the Law Firms.

**Period**: November/2010 till date.

**Roles and Responsibilities:**

* Welcomes guests and clients by greeting them in person or on the telephone; answering or directing inquiries.
* Drafting and amending all types of high volume Contracts, Agreements, Memorandum of Association, Proxy, Legal Notices, and Power of Attorneys etc through track changes as per the instructions of the Lawyer’s.
* Maintain day to day appointment/meeting schedule of all the lawyers.
* Remind the clients on the yearly renewal of the Retainer ship Agreement.
* Updating the clients in relevance to their cases through email, fax & telephone.
* Responsible to get translated the documents from Arabic – English – Arabic (from translation center) and thereafter upon receiving handover to the concerned persons.
* Typing and Sending the legal notices upon the instructions of the lawyer to the other parties through the courier service and confirm a safe delivery receipt by tracking the shipment.
* Opening new case file, with office file numbers and tagging all the case related documents and information into the file and keeping records of such file in the word format and send an email update on monthly basis as a record of new cases opened per month.
* Act as translator Hindi-English-Hindi-Arabic-Hindi.
* Maintain database of Clients and required contacts in the Microsoft outlook Contacts.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
* Handling the petty cash on monthly basis.
* Assisting the staff as and when required.
* Worked as **Receptionist** for the Reservations Department of the most reputed and prolific shipyard in Dubai, **Dubai Drydocks World, Al Jadaf**. The main purpose of the department was to provide the reservations for the vessels i.e. for the docking and undocking, which come in for the purposes like ship repair, conversion, afloat works etc.

**Period:** September/2008 to October 2010.

**Role & Responsibilities:**

* Quality Customer Care.
* Carry out routine office duties, including reception duties, in a professional manner.
* Maintaining appointment scheduling for the manager and reference letters.
* Prepare and manage correspondence report and confidential documents.
* Prepare a variety of high quality, written agreements, memo’s, letters and other documents.
* Arranging meetings, including agendas and minutes for the same.
* Receive the docking plans from the clients and accordingly send it to the concerned docks.
* Monthly inspection of stationary stuffs for the department.
* Maintains solid customer relationships by handling their questions and concerns with speed and professionalism..
* Communicate and liaise verbally and in writing between customers/visitors enquirers and relevant staff, and interpret and respond clearly and effectively to spoken requests over the phone or in person, and to verbal or written instructions.
* Updating the business partners regarding the Maqtoum Bridge Opening twice a week for the sailing of the vessels both inward and outward.
* Arranging the interviews, explain the candidates about job profile and company rules and regulations, official leaves etc.
* Coordinate the flow of information both internally and externally.
* Other duties as assigned.

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| **Academic Profile** |

* Masters of Business Administration, specialized in Human Resource Management from the IIBM International Institute of Business Management (Distance Learning)- India, accredited by Kent Graduate Management College, U.K (2010).
* Bachelors of Arts (Advanced English, Economics and History-2008, India, A.P ).
* Intermediate Secondary Level (Biology, Physics and Chemistry-2005- India, A.P).
* School Leaving Certificate (2003- India, A.P).

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| **Professional Qualifications & Training** |

* Certified as a Human Resource Management Professional (U.K Certification) from Career Institute, Dubai (2009).
* Completed the certificate level for Executive Secretarial Skills from Nadia Training Institute, Dubai (2009).

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| **Technical Skills** |

* Proficient in Microsoft Office Advanced Level (Word, Excel & Power Point).
* Microsoft Outlook 2003, 2007 & 2010.

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| **Language** |

**Spoken** : Fluent in English, Arabic, Hindi and Telugu.

**Written** : English, Hindi and Telugu.

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| **Key Strengths** |

* High level of commitment for anything to be done.
* Positive approach in dealing with people.
* Excellent Presentation, Communication and Interpersonal skills.
* Easy to communicate and get along with.
* Proficient negotiation skills.
* Dynamic and adds real values to business.
* Ability to work in a fast paced environment.
* Consistently carry out tasks in a highly organized manner.
* Excellent English Typing Skills 50-60 WPM.

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| **Salary Expectations** |

Better Compensation Package.

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| **Reference** |

Provided on Request.