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| Personal Details   **LOCATION**  Sharjah  **Gender**  FEMALE  **Date of Birth**  30TH MAY 1986  **Nationality**  Indian  **Marital Status**  Married  **Languages Known**  English, Hindi, Malayalam | Post Applied For  ***ADMIN CUM SECRETARY***  Objective    ***Seeking a challenging career in a reputed and professionally managed organization operating in a competitive environment with career opportunities conductive to both professional and personal growth.***  Experience Summary    ***5 year experience in HR cum Admin Section.***  EDUCATIONAL QUALIFICATIONS.   * ***S S L C****: Secondary School Leaving Certificate Passed from Kerala State Education Board.* * ***V.H.S.E*** *from V.H.S.E Board, Kerala.* * ***BBA*** *from Kerala University* * ***MBA*** *(****FINANCE and HR****) from Lourdes Matha College of Science and Technology, Kerala University.*   *.*   * ***Additional Qualification****: Ms-Office, Photoshop & Internet Trained from National Trading Institute Of Kerala, India and Tally.*   Key Skills :  ***Responsible for managing all the functions of the organization.***  ***Typing skill, Microsoft office knowledge and internet are very well.***  ***Previous job:***  ***Company:*** *Delma star International- Sharjah*  ***Designation****: Administrator*  ***Company:*** *Target General Contracting*  ***Designation****: Admin cum Secretary*  Works Skills :   * ***Managing the Administration functions.*** * ***Giving the guidelines to the customers*** * ***Analyzing the performance appraisal.*** * ***Giving the training and development.*** * ***Up-to-date current information.*** * ***Preparing the Payroll and Admin system.*** * ***Provide customer service and sales support to existing new customer base*** * ***Managing employees report (leave, work schedule report etc.).*** * ***Prepare sales measurements and report.*** * ***Manage and coordination information with production scheduling.*** * ***Keeping the relationship with customers.*** * ***Preparing the agenda, minutes etc.*** * ***Directed order management.*** * ***Maintained prospect and customer information to ensure accuracy.***   Job Features :  ***1. Retrieves messages from voice mail and forwards to appropriate personnel.***  ***2. Analyzing the customer’s feedback.***  ***3. Maintaining the Payroll and Admin system.***  **4. *Making branch recruitment functions.***  ***5. Creating daily performance report*** |

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| Experience in Details    ***2009 June to 2012 June***  *GLOBAL FORTUNE*  ***Position Held: HR Asst. Cum Admin***  ***Responsibilities.***   * ***Preparing the performance Report.*** * ***Preparing the Payroll and Admin functions.*** * ***Giving the guidelines to the customers and collecting the feedback.*** * ***Analyzing the business function such as making the purchase and sales order*** * ***Controlling and maintaining the customer relationship*** * ***Making the day-to-day operations regarding the organization.*** * ***Preparing the payroll system and secretarial work.***   **2008 September to 2009 June.**  *RELIGARE BROING Ltd (MNC).*  ***Position Held : Relationship Manager*.**  ***Responsibilities***   * ***Guiding and controlling Associate relationship Managers and marketing officers*** * ***Preparing daily report*** * ***Up-to-date the current information*** * ***Reporting to Business Development Manager*** * ***Analyzing the functions of the organization.*** * ***Making the relationship with customers and collecting the feedback.*** * ***Giving the awareness about the new products***   ***2006 to 8 months.***  *RIGHT CHIOCE EDUCATIONAL CONSULTANCY*  ***Position Held: Marketing coordinator.***  ***Responsibilities***   * ***Preparing and analyzing the marketing report*** * ***Coordinating all the marketing functions***   Description: \\FIPSSERVER\Public\7_Jesus\CV_Preview_Logo_Dec_2015.jpg  **Gulfjobseeker.com CV No:** **1513674** |