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##### Curriculum Vitae

##### C:\Users\Sharon\Desktop\IMG_0174 (2).JPGSharon

Personal Details

**Date of Birth :** 13th September 1978

**Nationality :** Indian

**Marital status** : Married

**Languages known :** English, Hindi, Marathi, Gujarati, Konkani

##### Driving License : UAE driving license

**Visa Status :** Husbands Sponsorship

**E mail address :** [**Sharon.261263@2freemail.com**](mailto:Sharon.261263@2freemail.com)

Objective

To secure a position as an **Executive Secretary** in a progressive and reputed organisation which would facilitate professional growth as well as widening of my knowledge base and professional ability.

Strengths

* Over 16 years of UAE experience with more than 10 years of experience as Executive Secretary to the Managing Director.
* Organized and motivated team player with the capacity to learn quickly and follow instructions meticulously.
* Good communication, organizational and administrative skills developed during current job.
* Ability to exercise discretion and ensure confidentiality and deliver to deadlines.
* Resourceful, with the ability to organize and prioritise multiple tasks.
* Fully proficient in MS Office – MS Word, MS Excel and Power Point.
* Completely conversant with all co-ordinatory responsibilities related to visa arrangements, ticketing, UAE visa formalities, procedures related to Utilities, Medical Insurance etc.
* Speed typing (80 w.p.m) and Shorthand (110 w.p.m.)

Professional Experience

Duration : May 2016 till date

Organization : Hashoo Group Ltd. / Ms. Sarah Hashwani

Designation : Executive Assistant

Location : Dubai, UAE

**Job Profile:**

* Providing a comprehensive secretarial and administration service to Ms. Hashwani across the range of her work.
* Maintain and organize Ms. Hashwani’s diary, meetings & travel calendars.
* Assisting with hotel bookings (inbound & outbound), organizing dinner /lunch meetings etc.
* Arranging travel visa, hotel bookings & ticketing for the family.
* Taking care of UAE visa renewal, car registration renewal, medical insurance renewal.
* Taking care of banking issues such as monthly budget, card payment, utility bill payments etc.
* Assisting in company formation.

Duration : May 2004 - February 2016

Organization : Sharaf Shipping Agency

Designation : Executive Secretary to the Managing Director

Location : Dubai, UAE

**Job Profile:**

* **Reporting to the Managing Director.**
* Providing a comprehensive secretarial and administration service to the Managing Director across the range of his work.
* Developing, maintaining and reviewing administration systems to achieve maximum efficiency.
* Maintain and organise the MD’s diary, meetings & travel calendars.
* Assisting with hotel bookings (inbound & outbound), organizing dinner /lunch meetings, staff party etc.
* Facilitate meetings as well as complete coordination and arrangements; organize detailed agenda/

itinerary / meeting preparations.

* Partnering with all HR, Finance, unit heads and other department heads from all locations of the group, and provide accurate services to the top management.
* Co-ordinating on the documentation and preparation of job offers in liaison with the HR department in confidential job offers.
* Responding to Board members and other stakeholder queries in a timely and professional manner.
* Coordinate all Senior Management and Board Member travel arrangements.
* Maintenance and compilation of reports, files, and a professional database tracking system.
* Liaising positively and professionally with colleagues, visitors, business counterparts from all locations.
* Preparing Marketing Presentations, MIS Presentations, Administration Presentations.
* Managing all the administrative duties efficiently including correspondence, office communication, visa application for outstation travel as well as all related UAE visit visa & employment visa formalities, medical insurance matters, utilities etc.
* Drafting business letters basis inputs received.
* Handling of all arrangements and logistics for Principals and Business Associates visiting UAE
* Co-ordinating with Corporate Head Office of Parent Holding Company on various administrative issues and matters related to visiting business associates.
* Handling matters related to the family of the Managing Director such as:
  + Arranging travel visa, hotel bookings & ticketing for the family.
  + Taking care of UAE visa renewal, car registration renewal, medical insurance renewal.
  + Assisting in events held within the family such as engagement, weddings etc.
  + Taking care of banking issues such as card payment, utility bill payments etc.
  + Basically handling all personal matters in co-ordination with all family members.

Duration : January 2002 – April 2004

Organization : National Photographics LLC

Designation : Secretary cum Receptionist

Location : Dubai, UAE

**Job Profile:**

* **Reporting to the Chairman.**
* Handling the telephone board.
* Preparation of quotations for the sales team and preparation of budgets.
* Managing the Chairman’s diary during his travel.

Duration : January 2001 to December 2001

Organization : Unichem Laboratories Ltd.

Designation : Executive Assistant

Location : Mumbai, India

**Job Profile:**

* Assisting the Marketing Manager & his team of 5 Product Managers.
* Making Presentations / Handbook for the new drugs launched in the market.
* Arranging Launch Programs
* Making the Budget on quarterly basis.
* Preparing progress reports for different zones with the help of the Product Managers

Managing travel and training programs of the entire team.

Organization : One Asia Dot Com

Designation : Research & Monitoring Assistant

Location : Mumbai, India

Tenure : 6 months

Organization : STCI India Ltd.

Designation : Secretary

Location : Mumbai, India

Tenure : On Leave Vacancy for 3-months

Duration : March 1997 to September 1999

Organization : Communications

Designation : Secretary cum Office Assistant

Location : Mumbai, India

Job Profile:

* Reporting to the Director of the Company.
* Managing his diary & fixing up appointments for his recordings & shootings.
* Typing Scripts in English, Hindi & Gujarati.
* Managing the accounts & the administration of the company.

Training & Certifications

* Secretarial Diploma course through Davars College, Mumbai and awarded the Best Secretary Award.
* Diploma in Travel Management through Columbus Travels Mumbai
* Diploma course in Computers through Computer Station Inc. Mumbai

Educational Qualification

* Bachelor of Arts: English Literature & Sociology, University of Mumbai, India

Remarks

* Available to join immediately. Able to take up position in Dubai or Sharjah. Available for telephonic interviews anytime of the day from Sunday to Saturday.

**Sharon**