**CURRICULUM VITAE**

**Lourdes**

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Visa Status: Husband’s Sponsorship

**PERSONAL SUMMARY**

Administration professional with over 5 years of experience managing business office functions and providing executive level support to principal and clients.Dedicated and focused administration professional who excels in prioritizing, completing multiple tasks simultaneously and following through to achieve team goals. Answers a high volume of incoming calls while handling in-person inquiries form client and colleagues. Flexible and hard working with strong drive to succeed.

**OBJECTIVE**

Seeking a position as an Administration/Customer Service Executive where my experience and skills will make a notable contribution towards the growth of the organization.

**HIGHLIGHTS**

* Documentation.
* Organizing meetings.
* Travel Arrangements.
* Call Handling.
* Facility Maintenance.
* MS Office Proficient.
* Customer Service

**WORK EXPERIENCE**

**1]Aspire Solutionz, Mumbai, India**April 2013- Dec 2017

***Manager Administration***

* Database entries on daily basis.
* Assisting the Manager in day to day activities.
* Liaising with Accounts and HR team.
* Record Management.
* Preparations of quotations invoices & contracts.
* Vendor Management – Payments, Contract pricing & Term Negotiation.
* Responsible for maintaining company’s confidential records.
* Handling travel arrangements and hotel bookings for internal staff.
* Meeting clients and organizing meetings.

**2]WeatherfordOilTool M.E. LTD. Mumbai, India** Jan 2011- March 2012

***Admin Executive***

* Assisting the Admin manager on daily basis.
* Managing day to day purchases of office requirements and getting approvals and maintaining the record of the same.
* Database entries of all contracts and of daily utilities.
* Dealing with the escalated admin related queries of the employees.
* Maintaining attendance and absentees record of the employees.
* Meeting clients and co-ordinating with the dealers, suppliers and vendors for purchase orders.
* Liaison between all departments ensuring proper communication and reporting practises.
* Coordinating with the Accounts team for smooth function of the payments of utility management.

**QUALIFICATION**

* Bachelor of Arts,Mumbai University, Mumbai, India. Graduated in 2010.
* St. Charles Convent High School. Graduated in 2003.

**PERSONAL DETAILS**

**Gender:** Female

**Marital Status:** Married

**DOB:** 29th September, 1986.

**Religion:** Christian.

**Languages**: English, Hindi (Read, write and speak)

**Nationality:**Indian.