**Emmanual**

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Dubai UAE

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Nationality: Indian

Date of Birth: 20-03-1995



**Personal Summary**

Positive, organised and well presented professional seeking a new opportunity that utilises my existing skills and chance to demonstrate my commitment and enthusiasm for my work within the UAE.

**Key Skills**

* Fluent in five languages: English, Malayalam, Hindi, Telugu and Tamil
* Exceptional customer service and interpersonal skills in person, on the phone or via email
* Able to manage internal and external stakeholder expectations
* Good interpersonal skills with the ability to work in multi cultural environment
* Excellent problem solving and organization skills with the ability to adapt to changing environments
* Proficient in all MS office programmes
* Strong administration and communication skills

**Education & Qualifications**

* Diploma in Graphics and Multilingual Desktop publishing
* Intermediate- Plus two
* SSLC

**Personal Detail**

* Place of issue: Trivandrum
* Date of expiry: 14/05/2025
* Visa Status: Employment

**Career History**

 Dubai- Business Support Co-ordinator August2017-Present

Based in the Expo 2020 Head Office

Supporting staff and managing requests across the organisation

**Role and Responsibilities**

* Receive all administration requests from various departments across Expo 2020 and action accordingly in line with Business Support standards
* Follow-up on all requests received internally and externally, managing timelines
* Maintain proper documentation for easy retrieval in case of audit, financial and management reviews
* Responsible for record management of fleet maintenance ensuring fleet are operational and safe
* Develop and maintain the filing system
* Order office supplies
* Provide information by answering questions and requests
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
* Assume receptionist responsibilities ensuring that EXPO2020 meet and greet standards are maintained in the absence of the receptionist
* Support in facilities management in preparation for events
* Support Inventory Officer in inventory management as required
* Receive and ensure documentation on behalf of 3rd party organisation for visa processing
* Deliver additional tasks that maybe delegated by the Senior Manager Business Support
* Carry out administrative duties such as filing, typing, copying, binding and scanning