CURRICULUM VITAE



ZAARA

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OBJECTIVE

To work in a reputed organization which favors tremendous growth at individual level as well as the organizational level, where my analytical, problem solving skills, experience, managing skills and application knowledge can be put to best use in enhancing the goodwill of the organization.

## EXPERIENCE

**August 2014 – July 2016.**

**Superjet Tours (Dubai, U.A.E)**

**Designation: - Executive** **Secretary**

Job Profile:-

* Maintained the records of all general reports and important document which belong to

visa section.

* Prepare letters, a portion or all of which may be composed or compiled on the basis of personal knowledge of the subject matter. As instructed or in accordance with precedent, direct mail to other staff members for their action.
* Prepare daily sales Reports in visa section give detail for agents and they payments follows up to accounts department.
* Maintenance of appointment calendar & schedules, conferences and meetings and filing system as required by supervisor.

**July 2006 – March 2011.**

**Emirates Enterprises Pvt Ltd. (Hyderabad, India)**

**Designation: - Head of Visa Section cum Administrator**

Job Profile:-

* Deals with all type of visa problem.
* Prepare reports for daily sales for accounts.
* Maintained the records of all general reports and important document which belong to

visa section.

* Follow up with the clients; prepare reports for (MD) for daily follows ups and clients detail.
* Perform administrative and duties with wide latitude for exercising discretion and judgment.
* Prepare letters, a portion or all of which may be composed or compiled on the basis of personal knowledge of the subject matter. As instructed or in accordance with precedent, direct mail to other staff members for their action.
* Prepare daily sales Reports in visa section give detail for agents and they payments follows up to accounts department.

**June 2004 - March 2006**

**Sagar Creation Pvt Ltd (Hyderabad, India)**

**Designation: - Executive** **Secretary**

Job Profile:-

* Handling incoming & outgoing calls with good communication skills and maintenance of

 courier / postal information for day to day operations.

* Preparation of correspondence drafts, purchase orders, schedules and reports for the day to

 day business activities.

* Maintenance of appointment calendar & schedules, conferences and meetings.
* Working in team environment and assisting supervisors and junior staff.
* Maintenance of filing system as required by supervisor.
* Daily reporting to MD for the day to day activities of the team work.

**Sep 2002 – April 2004**

**Jai Balaji Interiors & Decor’s (Hyderabad, India)**

**Designation: - Sales Coordinator**

Job Profile:-

* Prepared invoice, Performa, etc.
* Preparation of quotations according to the sales team requirement.
* Maintaining customer purchase order and executing in time.
* Coordinating with accounts for generating invoice against each purchase order.
* Keeping proper follow up of appointments.
* Coordinate with sales team.
* Promoting companies products & services to identified and prospective clients.
* Maintain CRM with clients.
* Filing, Documentation and admin work.

**May 2002 - July 2002**

**Country Club** (**Hyderabad, India)**

**Designation**: - **Indoor Sales**

Job Profile:-

* The selling membership card
* Reporting directly to the divisional sales manager
* Identifying prospective clients through proper channels,
* Daily report submission on the basis of number of customer met, prospect customers who are interested in the product.

**July 2000 - March 2002**

**Lotus Computer &Peripheral (Hyderabad, India)**

**Designation**: - **Secretary**

Job Profile:-

* Maintaining files, keeping records of staff information, Attendance Register.
* Follow-up of daily mail, Receiving and sending faxes,
* Maintaining record of incoming and outgoing faxes, Following-up E-mails, Forwarding messages to the appropriate personnel.
* Taking care of all kind of subscriptions for the office and taking care of equipment maintenance, assisting manager during interviews, fixing up appointments, check and log personnel travel request, make airline bookings.
* Prepare daily and weekly movement reports of arrival and departure of personnel, hotel bookings and all matters connected with travel, general office administration and other duties.

#### **ACADEMIC BACKGROUND**

* Bachelor of commerce from Stanley Degree College (Hyderabad. India)
* Intermediate from Stanley Girls College (Hyderabad. India)
* S.S.C. from Boys Town High School (Hyderabad. India)

# TECHNICAL SKILLS

* Diploma in Computer Application (P.G.D.C.A)
* Diploma in Secretary Course

**COMPUTER SKILLS**

* MS-Office, MS-Word, MS-Excel, MS PowerPoint, Internet Explorer.

**REFERENCE**

 I hereby declare that all the information given above is true to the best of my knowledge & belief.