



CHINJU PUTHOOR

CONTACT



DUBAI
UNITED ARAB EMIRATES



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PERSONAL INFO

GENDER : FEMALE
MARTIAL STATUS : SINGLE
D.O.B : 12/05/1996
NATIONALITY : INDIAN
PASSPORT NO : S7891851

EDUCATION

MBA, SIKKIM MANIPAL UNIVERSITY
INDIA
2016-2018

BACHELOR S IN COMMERCE,
UNIVERSITY OF CALICUT, INDIA
2013-2016

HIGHER SECONDARY
(11TH & 12TH GRADE)
COMMERCE, GBHSS TIRUR, INDIA
2011-2013



OBJECTIVE

To work in a high-energy and challenging environment that will promote professional and Personal growth while adding significant value to my employer.



EXPERIENCE

ADMINISTRATION EXECUTIVE CUM HR ASSISTANT,
ACUBE SFO DMCC & ACUBE REAL ESTATE DEVELOPMENT LLC
DUBAI, UAE

NOV 2021 - JULY 2023

- Ensure smooth functioning of office operations by managing supplies, equipment, and vendor relationships.
- Coordinate and manage travel arrangements and transportation for staff, MD, and family members.
- Organize and oversee events, meetings, and conferences.
- Experience in handling short-stay guest queries and managing the check-in/check-out process.
- Handle customer inquiries, concerns, and complaints, providing excellent customer service.
- Shortlist resumes and schedule interviews for hiring new staff.
- Maintain accurate and up-to-date human resource files, records, and documentation.
- Assist in the preparation of regulatory reports and support the management team with strategic planning and decision-making.
- Apply for new visas and renewals for staff, as well as visas for other countries.
- Prepare tenancy contracts and reports.
- Effectively supervise and manage a maintenance team to ensure the smooth operation and upkeep of the office and apartment facilities.
- Manage expenses, including monitoring and paying utilities on time to ensure uninterrupted services for the office and apartment facilities.

ADMINISTRATIVE ASSISTANT,
WORLD INVENTIONS TRADING LLC
DUBAI, UAE

MAY 2019 - AUGUST 2021

- Managed the company's multiline phone system, directing calls to the appropriate personnel in a prompt and accurate manner.
- Sorting and distributing incoming mail and messages, while also providing relevant information to callers in a professional and helpful manner.
- Processing attendance and leave entries for all employees.
- Ensuring up-to-date payroll and attendance records.
- Responsible for administrative tasks such as copying, faxing, note-taking, and travel arrangements.
- Ensuring the smooth operation of our office by regularly maintaining and updating company database and inventories..
- Organizing deliveries, schedule meetings, and client appointments as needed.
- Filing operational documents, managed tenancy contracts, utility payments, and coordinating property maintenance.
- Responsible for preparing invoices, following up on payments, tracing returned cheques for timely collection and reconciliation.

ADMINISTRATIVE ASSISTANT,
RABIYA GROUP OF MATTRESS
KERALA, INDIA

SEP 2016 - JAN 2018

- In charge of ensuring the smooth and efficient operation of the organization by coordinating and managing its day-to-day activities.
- Responsible for managing both internal and external communication and proactively following up with potential customers.
- Monitoring stock levels and proactively placing orders to ensure an adequate supply of inventory is maintained.
- Providing administrative assistance and problem-solving support as needed.
- Accountable for managing accounts, preparing invoices, and generating monthly statements.
- Responsibility of accurate data entry and maintenance of departmental records to ensure effective organization and accessibility of information.

AREA OF EXPERTISE

- OFFICE ADMINISTRATION
- HUMAN RESOURCE
- CUSTOMER SERVICE
- FRONT OFFICE
- ACCOUNTS

LANGUAGE

| | |
|-----------|-----------|
| ENGLISH | ● ● ● ● ● |
| HINDI | ● ● ● ● ● |
| MALAYALAM | ● ● ● ● ● |
| TAMIL | ● ● ● ● ● |

HOBBIES

- TRAVEL
- VOLUNTEERING
- MUSIC
- COOKING



INTERNSHIP

ACCOUNTANT, FALCON ACCOUNTS OUTSOURCING KERALA, INDIA

APRIL 2016 – AUG 2016

- Maintenance of daybooks, ledgers and accurately record cash transactions.
- Preparation of books of accounts.
- Monitoring payables and receivables.
- Perpetration of monthly statements.
- Handling customer enquiries and queries.



SKILLS

- MICROSOFT OFFICE SUITE
- TALLY ERP9
- NETSUITE



STRENGTH

- ● ● ● ● GOOD COMMAND OVER ADMINISTRATIVE RELATED WORKS
- ● ● ● ● EXCELLENT PROBLEM SOLVING & ORGANIZATIONAL SKILLS
- ● ● ● ● FOLLOW UP & PAYMENT COLLECTION SKILLS
- ● ● ● ● WELL-ADEPT IN COMPUTER APPLICATIONS
- ● ● ● ● STRONG SUPERVISION & TEAM LEADING ABILITIES
- ● ● ● ● RESULT-DRIVEN WITH TEAM PLAYING ATTITUDE
- ● ● ● ● GOOD COMMUNICATION & TIME MANAGEMENT
- ● ● ● ● PROFESSIONALISM & HARDWORKING
- ● ● ● ● POSITIVITY & FLEXIBILITY
- ● ● ● ● CUSTOMER SUPPORT



DECLARATION

I HEREBY DECLARE THAT ALL THE INFORMATION PROVIDED ABOVE IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

CHINJU PUTHOOR

OFFICE ADMINISTRATION | HR | CUSTOMER SERVICE



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