

TEENA BINU

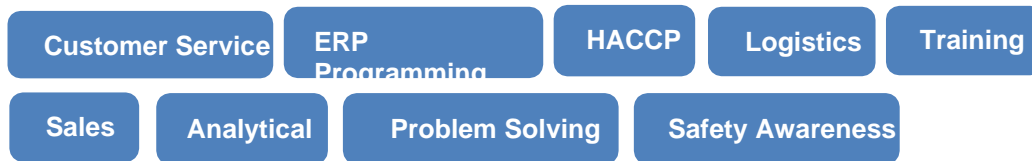
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CAREER OBJECTIVE

Seeking a rewarding position in a progressive environment, involving high degree of responsibility, offering challenging assignments which will capitalize on my accumulated knowledge, skill and experience to provide an atmosphere for professional growth based on performance and accomplishments with matching monetary benefits.

Core Competencies



WORK EXPERIENCE

Employer **EIS FZC, Sharjah FZE, U.A.E**
Post **Administrative assistant/Logistic Coordinator**
Dec 2010 – Mar 2020

Work Scope

- Prepare Enquiries, Quotations, Purchase orders and Invoices.
- Proficient with document controlling.
- Preparing Sales Analysis Report.
- Handling all Telephone calls and Payment follow ups.

Employer **NOOR AL YEMEN A/C CONTACTING LLC, Sharjah, U.A.E**
Post **Customer Service Executive**
Apr 2010 - Jul 2010

Work Scope

- Prepare Technical Submittals, Quotations, Purchase orders and Invoices.
- Co-Ordination with other departments, so as to keep a track on all office activities.
- Taking full responsibility of all administrative works

Employer **VASUCHEM TECHNOLOGIES FZE, Sharjah FZE, U.A.E**
Post **Office Administrator/ Sales Coordinator**
Apr 2008 - Jun 2009

Work Scope

- Assist the Administrative Officer / Principal in all administration matters
- Handle all incoming and outgoing correspondence, monthly reports, fixing appointments, preparing minutes of meeting.
- Support the Accountant in payment follow ups and also to prepare reports

Employer **MODERN BAKERY LLC, Dubai**
Post **Safety Officer / HACCP / ISO Implementer**
Feb 2004 - Jun 2005

Work Scope

- Conducting safety awareness in workers and implementing HACCP and ISO Procedures.
- Proper documentation – E-filing and physical filing
- Personal file maintaining – (confidential as well as non-confidential)
- Co-ordination with the other department heads / assistants for the co-ordination of administrative activities.

Employer **MAS PAINTS AND CHEMICALS, SHARJAH**
Post **Sales coordinator/Administrative**

Assistant Work Scope

- Fully responsible for all administration related activities
- Assist General Manager in his day today administrative activities.

ACADEMIC PROFILE

- Master of Science - Kerala University
- Bachelor of Science - Kerala University

PERSONAL INFORMATION

Date of Birth : 21st January, 1980
Visa Status : On Husband's sponsorship
Nationality : Indian
Languages Known : English, Malayalam, Hindi & Tamil