



MEENA SS

SENIOR OFFICE ADMINISTRATOR

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CAREER OBJECTIVE

Detail-oriented and quality-focused Office Administrator professional with 17+ years of UAE experience in managing office operations in fast-paced, deadline-driven environments. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy, and achieve organizational objectives.

PROFESSIONAL EXPERIENCE

Dec 2011–15 Jan 2021 | MARVEL ADVERTISING LLC – DUBAI, UAE

SENIOR OFFICE ADMINISTRATOR & HR COORDINATOR

- Provided administrative support to Managing Director overseeing a team of 20 full time employees
- Coordinated with all departments to assist in identifying their staff needs and processed employment application, offer letters, staff onboarding, training, organize documents for visa processing.
- Maintained a well-organized office filing system of all documents and updated office administration processes and procedures on daily basis.
- Developed relationships with customers, vendors, and guests to present the company in a professional manner.
- Reviewed purchase orders, monitored delivery status and provided customers updates on their orders.
- Compiling employee payroll through WPS / time sheets / managing staff leave requests, processing annual leave tickets , gratuity & end of service benefits.
- Coordinating with clients for pending payments / Handling Account Receivables / Account Payable / Bank Reconciliation & handles Petty Cash
- Ensured that all employee records are accurate and well maintained. Updating both manual and electronic personnel records.
- Participated in the interview process, functions and assisted in coordinating the schedule of interviews with section heads.

Mar 2003 – Dec 2011 | MARVEL ADVERTISING LLC – DUBAI, UAE

EXECUTIVE SECRETARY

- Act as a first point of contact; Meet & Greet Clients in a professional way. Taking Minutes, Scheduled Meetings & Appointments
- Managed General Manager's calendar's; itineraries as required.
- Receiving, sorting, and distributing incoming faxes, emails, and other correspondence.
- Coordinate with vendors for raw materials enquiry, price negotiation and material availability.
- Prepare quotations, invoices, LPO, Job orders and all office related documents.
- Maintain supplies by checking stock to determine inventory levels.

PROFILE

A motivated administrative professional seeking a position in a challenging environment. Proficient in a range of computer application, good communication and customer service skills

EDUCATION

BACHELOR OF SCIENCE

(Mathematics & Statistics)

KANNUR UNIVERSITY

1997-2000

HIGH SCHOOL

NEW INDIAN MODEL SCHOOL, Dubai

1994-1996

CERTIFICATION

HIGHER DIPLOMA IN SOFTWARE ENGINEERING

EXPERTISE

MS OFFICE SUITE

TALLY ERP 9

ADOBE PHOTOSHOP

ADOBE ILLUSTRATOR

SAGE ONE ACCOUNTING

SECRETARIAL WORKS

TYPING 35-40 WPM

- Preparing, formatting, and editing information for internal and external communication – memos, emails, PowerPoint presentations, reports, etc
- Designing works (corporate stationeries) English & Arabic Typesetting.
- Book Keeping with Tally Software and Excel Spread sheets.
- Supervise the Department's attendance records, verify overtime claims and forward to Salary Admin. Department for payment.

Oct 2002 – Mar 2003 | AL MUHAIRY COMPUTER & MANAGEMENT,
DUBAI – UAE

COURSE COUNSELOR

- Counseled & provided detail course information to students enabling them to make appropriate course selection.
- Meet with prospective parents, explain admissions procedures, curriculum, fee structures and regulations. Provide assistance to ensure all admissions documentation is completed effectively
- Diplomatically resolved student concerns & complaints.
- Trained students in MS-Office, HTML, Internet, Oracle with Developer 2000.
- Supervised student assignments / work materials & evaluated student performance.
- General office administration like attending calls, faxing, filing etc.
- Respond to all enrollment queries, telephone calls and email, courteously and in a timely manner.

Apr 2002 – Sep 2002 | E-COM COMPUTER EDUCATION, KERALA, INDIA

COMPUTER FACULTY

- The job roofed conducting training programs in all the Microsoft Office applications, counseling, maintaining students report

SKILLS

- Negotiation
- Strong Planning and Organizational Skills
- Time management
- Vendor Management & Customer Relation
- Team Management
- Problem Resolution
- Excellent communication and presentation skills
- Accounts Receivables
- Accounts Payables
- Strong Work Ethics
- Expert in MS Office (Outlook, Word, Excel, Powerpoint, Teams)

PERSONAL DETAILS

Date of Birth : 25th June 1978

Nationality : Indian

Gender : Female

Marital Status : Married

Visa : Visit Visa

LANGUAGES

English, Hindi, Malayalam

*Arabic (Read/Write)