

RANI RAJ R S



CONTACT

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Motivated worker with more than 3 years of experience as Admin. Expertise in assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organised with excellent leadership and team building record. Dedicated and hardworking with internal drive to deliver excellence.

SKILLS

- Proficient in Microsoft Office
- Adaptable to new situations and a quick learner
- Attention to detail
- Strong Analytical skills
- Team player with multitasking ability
- Adaptable to new situations and a quick learner
- Good organizational and leadership skill

PERSONAL DETAILS

- Date of Birth : **11 AUGUST 1992**
- Gender : **Female**
- Nationality : **Indian**
- Marital Status : **Married**
- Passport No: **N5426818**
- Passport validity: **17/12/2025**
- Languages Known : **English, Malayalam, Tamil, Hindi**

EDUCATION

- B.E - Computer Science- 2016
- Plus Two – Computer Science -2011- Kerala state board
- SSLC 2009- Kerala state board

EXPERIENCE

Administration Manager -

Events IQ, Trivandrum, Kerala – June 2018 - August 2020

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Prepare and monitor invoices
- Payroll Assistance
- General office management and client support
- Maintain Financial Accounts
- Managing the company social media accounts
- Dealing with email inquiries
- Managing phone calls and correspondence
- Keeping client relationship
- Submit timely reports and prepare presentations/proposals as assigned
- Attendance and Leave tracking
- Negotiate with vendors & obtain cost effective proposals when required
- Event Coordination and Execution

Process Associate -

Mabolo Technologies Private Limited,

Trivandrum, Kerala –January 2016 - May 2018

- Create and update records and databases with personnel, financial and other data
- Prepare and monitor invoices
- Organize and supervise other office activities
- Keep in track of office expenses
- Attendance & Leave tracking
- Payroll Management
- Compiling weekly inventories of office stationery and restocking where necessary
- Manage phone calls and correspondence
- Scheduling daily work

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Place: Dubai

(RANI RAJ R S)

Visa Status: Visit Visa
(Valid until 6 Jan 2021)