

Jennifer Mudaliar

November 2021

Dubai
United Arab Emirates

Dear Sir / Madam,

I would like to be considered as an Admin Executive | Receptionist | Executive Secretary and enclose my CV for your review. Having a strong knowledge in various field I feel I am perfectly suitable to any role I apply for.

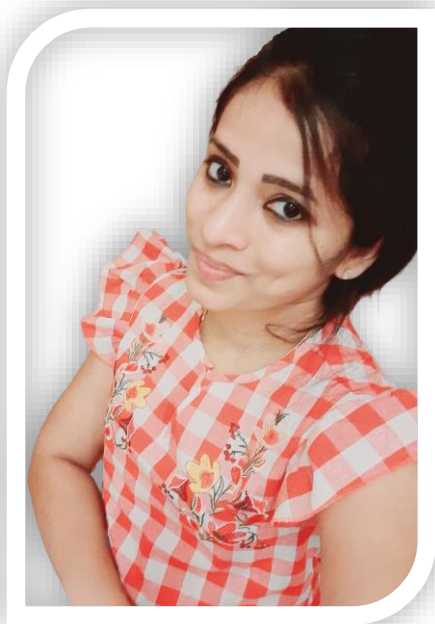
My career till date has provided me with invaluable knowledge in those key areas that you may looking for. My experience and the skills I have developed are highly applicable to the position I apply for and I believe that I can make a substantial and immediate contribution to your company where I can also learn valuable skills and also be given the opportunity to advance my career.

Right now I am interested in expanding my professional horizons and working for a company like yours where I will have an opportunity to be part of company's growth. Greater details of my accomplishments and skills can be found in the CV that came attached with this letter.

I greatly thank you for your time to review my application and eagerly looking forward to hear from you as regards an interview.

Sincerely,
Jennifer.

"I'm in an active job search and would be ready to start as soon as I'm offered a position that's a good fit for my skills and career. I'm not currently working so no notice period would be needed."



Dubai – U.A.E.



+971 56 194 4509
+971 52 827 9971



jenni282508@gmail.com



WhatsApp
+91 77 108 52 789



With
Positive
Vibes



AREAS OF EXPERTISE

Talent Acquisition

Documentation

Cash management

Administration

Event Management

Reconciliation

PERSONAL PROFILE

+ 971 561 944 509

jenni282508@gmail.com

Nationality : Indian

Gender : Female

Marital Status : Married

Date of birth : 28/08/1990

Place : Mumbai

Language : English, Hindi,
Tamil & Marathi

ACADEMIC QUALIFICATION

Bachelor of Commerce
(Mumbai University, Mumbai)
Year of Passing : 2012
1st Class with 63%

Higher Secondary Education
(Mumbai Board, Mumbai)
Year of Passing : 2009
&
SSC (Mumbai Board, Mumbai)
Year of Passing : 2007

CURRICULUM VITAE

Jennifer Mudaliar | Admin Executive

PERSONAL SUMMARY

An ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounts. Competent in the use of Microsoft Excel. Capable of working within a fast paced & challenging environment and can make a real commercial impact as well as improve an employer's business performance.

WORK EXPERIENCE

Company - **FIT FRESH L.L.C.**
Period : 15-03-2020 to 30.09.2021
Designation : Admin Executive
Place : Dubai – U.A.E.



JOB PROFILE

- Act as the point of contact between the executives and internal/external clients.
- Manage office supplies stock and place orders.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Distribute and store correspondence.
- Arrange travel and accommodations.
- Schedule in-house and external events.

Company - **ADHIRAJ CONSTRUCTIONS (P) LTD.**
Period : 26-03-2018 to 31.07.2019
Department : Admin / Receptionist
Place : Mumbai – India



JOB PROFILE

- Handling overall administration works.
- Data entries & Maintaining Clients Documents.
- Ensuring Sales Team performance & Reporting to the Manager.
- Verifying Loan Documents & Agreements.

Company - **PROVISO BUILDERS & DEVELOPERS**
Period : 01-11-2017 to 10-02-2018
Department : Admin
Place : Mumbai – India



As a part of the organisation performed various roll and given the valuable output.

COMPUTER SKILLS

MS Office & Accounting packages

Excel

Outlook

Power Point

Word

Tally

PERSONAL SKILLS

Analytical

Attention to detail

Communication

Decision Making

Problem Solving

Punctuality

Self-motivated

Time Management

Trainer

PASSPORT DETAILS

Passport No. : U1630591

Expiry Date : 02/12/2029

VISA STATUS

Visa Type : Spouse Visa

Visa Validity : 21/10/2022

AVAILABILITY

Immediate

CONFIDENCE LEVEL

"It always seems impossible until its done".

Company : - **MEENA BUILDERS & DEVELOPERS**
Period : 25-02-2015 to 29-09-2017
Department : Admin & Accounts
Place : Mumbai - India



Performed various roll in the company as an Admin Executive / Receptionist / Accountant with over 1 year of experience.

JOB PROFILE

Admin

- Managing day to day operations and overall administration.
- Receiving & Clearing Clients enquiry through email & phone.
- Arranging for client's site visit & Instructing Sales Executives to serve better.

Accounts

- Issuing and booking of Receipts and Payments, Handling Petty Cash.
- Inspecting & Accounting of Petty Cash Claims.
- Follow up with customer for non-payment and delayed payment.
- Handling incoming cash and handover to the manger.
- Preparing Staff Salary & Reconciliation of Bank Accounts.

Company : - **KEERTI COMPUTER INSTITUTE**
Period : 04-03-2013 to 16-01-2015
Department : Admin
Place : Mumbai - India.



Worked as an Admin Executive over 1.5 Years in a challenging environment and proved my abilities.

JOB PROFILE

- Managing front office operations.
- Briefing Students regarding the Courses & Fees.
- Preparing detailed report of the students and reporting to the head office.
- Maintaining records of all the students, Conducting farewell classes.
- Preparing data for issuing certificates & rewards as per student's results.

KEY SKILLS AND COMPETENCIES

- Proven work experience as an Administrative Officer, Administrator or similar role.
- Solid knowledge of office procedures.
- An excellent understanding of the technical aspects of all areas.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the incorrectness of the above-mentioned particulars.

*Preferred Job Location Dubai / Sharjah

Jennifer