



SARIYA

ADMINISTRATIVE OFFICER

Mob : +971 522991255, Email : sariya123dubai@gmail
Al Karama, Dubai

INTRODUCTION

Highly efficient and diligent administrative office professional with six years of experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Seeking the position of Administrative officer in an established firm where I can explore my knowledge and skills.

EXPERIENCE

Public Relations Office, SGR Documents Clearing Services L.L.C, Dubai March 2019 - Present

- ⬆ Preparing applications for government authorities
- ⬆ Document clearing and clearance certificate approval
- ⬆ Company formations and company litigations
- ⬆ Interact with customers and the general public in person and media
- ⬆ Answer inquires clients have, providing information clearly and accurately
- ⬆ Identifying new areas for business expansion
- ⬆ Budget monitoring and signing off invoices

Administrative Officer, Jumeirah Maid Cleaning Service L.L.C, Dubai April 2017- April 2019

- ⬆ Handle administrative requests and queries from senior managers
- ⬆ Planed meetings and taking detailed minutes
- ⬆ Planned and arranged cleaning schedule
- ⬆ Attend client meetings
- ⬆ Order office supplies and research new deals and supplies
- ⬆ Trained newly joined administrative assistants during company expansion
- ⬆ Complaints verification from clients
- ⬆ Visa processing and pass making for the employees
- ⬆ Inspected work sites to monitor the progress
- ⬆ Prepared quotations, invoice, delivery notes and bank documents
- ⬆ Arranged travel facilities for employees.

Administrative Officer, Spectra sales corporation, India

April 2013 – March 2016

- ⤴ Managed office supplies stock and placed orders.
- ⤴ Prepared regular reports on expenses and office budgets.
- ⤴ Prepared employees schedule.
- ⤴ Answered queries by employees and clients.
- ⤴ Organized a filing system for important and confidential company documents.
- ⤴ Prepared bank documents and visit bank for office purposes.
- ⤴ Communicate with clients and employees with emails and letters.
- ⤴ Maintained a company calendar and schedule appointments.
- ⤴ Meeting visitors and treating courtesy.
- ⤴ Made travel arrangements, such as booking flights, cars and making hotel and reservations.
- ⤴ Attend client meetings
- ⤴ Coordinate with all employees.

SKILLS

Java, MS Office C, C++, Visual Basics

Office Administration, Documentation, Communication, Decision Making

LANGUAGES

English, Malayalam, Tamil

EDUCATION

B.Com from De Paul College Angamaly, MG University, Kerala, India

BSC Computer Science, Vivekanatha college of arts and science for women.
Tamil Nadu, India

PASSPORT & VISA DETAILS

Passport no : P0023160

Visa status : Employment Visa

DECLARATION

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