

Bindiya Alape

Email: bindiya.dev@gmail.com

Date of Birth: 23-May-1989

Nationality: Indian

Visa Status: Visit visa (01/09/2021)

Marital Status: Single

Al Karama, Dubai, UAE

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CAREER OBJECTIVE

To be part of an organization which utilizes skills and expertise in process of growth and change, while giving ample opportunity to learn and enrich competence and to be seen to have contributed significantly in an attempt to achieve the right consensus and to use my skills for the progress of the organizations.

WORK EXPERIENCE

Admin/ HR Coordinator/ Executive Secretary to CEO - Landmark Group – Shoemart -Dubai —JUNE 2016 - MAY 2020

The Landmark Group is one of the largest Retail and Hospitality organizations in the Middle East, Africa, and India.

Responsibilities:

- Attend calls and act as the first point of contact for internal and external clients.
- Dealing with email enquiries.
- Scheduling appointments, meetings, updating event calendar, and coordinating conference room schedules.
- Manage agendas/travel arrangements/appointments etc. for CEO & upper management
- Apply for new insurances for staff and process necessary paper works for renewals.
- Assist and perform Secretarial duties assigned from the CEO and allocate the task to be carried out by buyers.
- Coordinate with HR, Finance, IT, and other various departments.
- Ensure compliance with safety rules and regulations.
- Responding to employee complaints and concerns professionally.
- Coordinate and implement policies and procedures as instructed by the management.
- Processing requests from employees for documents and certificates.
- Handling fax, and requests for information & data and Analyze and circulate incoming correspondence mails.
- Managing a clean and enjoyable working environment.

Executive Secretary to MD: In-Land Builders, Mangalore, India May 2013 - November 2015.

In-Land Builders is a pioneer in the construction of modern Residential and Commercial Buildings in Mangalore & Bangalore.

Responsibilities:

- Devising and maintaining office systems.
- Using content management systems to maintain and update websites and internal databases.
- Organizing and storing paperwork, documents, and computer-based information.
- Scheduling and attending meetings, creating agendas, and taking minutes - shorthand may be required.
- Organizing in-house and external events.
- Arranging travel and accommodation for MD and other external contacts.
- Assist colleagues whenever necessary.

Receptionist cum Customer Service Executive - Mahindra Finance, Mangalore, India —August 2012 - April 2013

A financial service provider established throughout India servicing Vehicle financing, SME & Housing financing, Personal Loans, Insurance Brokering and Investments

Responsibilities:

- Liaising with a wide range of people involved in policy areas such as staff performance and health and safety.
- Developing and implementing policies on issues, working conditions, performance management, equal opportunities, disciplinary procedures, and absence management.
- Preparing staff handbooks, advising on pay and other remuneration issues, including promotion and benefits.
- Dealing with grievances and implementing disciplinary procedures.

Qualification:

- **Master of Business Administration (MBA):** graduate from Sikkim Manipal University, Mangalore, India. JUNE 2012.
- **Bachelor of Human Resource Development (Degree):** SDM College of Business Management, Mangalore, India. JUNE 2010.
- **Pre-University College:** Ramakrishna Pre-University College, Mangalore, India. MAY 2007.

IT SKILLS

- Microsoft Office Applications.

STRENGTHS

- High level of confidence and determination.
- Adaptability to different environments and quick learning capabilities.
- Team player, dependable and fast learner.
- Keen at problem-solving skill and Judgment power.
- Self-reliant and Hardworking.
- Go-Get attitude.

Reference

Can provide when called for Interview.

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Bindiya Alape
Date: