CURRICULUM VITEA

LINI ABRAHAM

**Current Address: Muroor, Abu Dhabi - UAE**

**Mobile: 00971 (0) 56 1297841**

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# Objective:

To use my experience and abilities in best possible way for achieving the Company’s goal with its higher standard in a professional manner and to develop a good career as per my skills.

**Skills & Abilities**

* Administration level management / Customer relations handling.
* Strong interpersonal, proactive and teamwork skills
* Travel Desk coordinator for official Business trips
* Data entry and Secretarial tasks handling
* Recruitment and Operational support for HR Team
* Employee relationship & Payroll attendance handling
* IT Inventory Management / Office Supplies handling
* Petty Cash handling and IOU accounts handling
* Company Email handling
* Technical Support with IT Department for IT issues
* Event coordinator for Company occasions

# Work Experience:

**Administration Executive (Till date)**

 **New Medical Center Trading LLC, Abu Dhabi**

* Dedicated Administrative professional with hands full experience in managing administration team members and delegating tasks to accomplish operational goals.
* Methodical and highly organized work with good prioritization and planning capacity for managing office functions.
* Efficient Customer relationship skills along with efficient handling of all day today Administrative needs and works in professional standard of the Firm.
* Handles and allocates f Petty Cash expense and Employee travel allowance for entire unit
* Handles office stationeries and supplies and official emails and manages operational needs as and when needed.
* In charge for IT Assets inventory ordering and managing office software applications for staff needs.
* Follows ISO standards and works to align the vision of Firm to achieve good relationship with Clients.
* Responsible for preparing Payroll attendance with system generated Erp reports based on staff leave and sick details.
* Assists HR team for arranging Interviews and drafting email related to recruitments.
* Organizes International and Domestic Travel arrangements and Hotel Bookings for Business Trips for COO and Deputy Managers for official meetings and Staff for Training purposes and maintains reports of Tax Invoices on monthly basis for Accounts purpose.
* Handles LPO, Quotations, Company Letters, and Tax Invoices in Oracle application and works as liaison between Finance department and client for daily operations.

 **Qualitative Skills:**

* Honest, Loyal and Hardworking
* Technical Competency
* Determination and Persistence
* Ability to work under pressure
* Eager and willing to add knowledge and skills
* Effective Communication Skills

# Education:

* **BCOM with Computer Application in Business** (2003 -2006)
	+ - * St Thomas College, Kerala - India
* **IATA UFTA Foundation Course**
	+ - * ASIA Gulf Travels – Abu Dhabi
* **Plus Two** (CBSE CENTRAL BOARD - DELHI)
	+ - * Citadel Junior College, Kerala – India
* **Higher Secondary** (CBSE CENTRAL BOARD, DELHI)
* St Mary’s Senior Secondary Central School, Kerala – India.

**Languages Known:** English/ Hindi/Tamil & Malayalam

**Software Knowledge:**

 ***OPERATING SYSTEMS:***

* Windows XP/ windows 7/ Windows 8/ Vista/Windows 10

 ***OFFICE APPLICATIONS*:**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft OneNote
* Microsoft Outlook
* Skype / Google Chrome / Internet Explorer/ Safari
* Paint 3D & Adobe

**Additional Information:**

* Certified fire and Safety team member from Jaheziya - Civil defense training Centre, Abu Dhabi.
* Blood Donation volunteer
* ISO Quality volunteer.

**Personal Information:**

* Married
* Holder of UAE Driving License

**Visa Status:** Employment visa valid till March 2021

**Declaration:**

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