

Manimala Perumalsamy

Admin/Admin Assistant/Receptionist/Secretary



manimalaphy@gmail.com



+971 50 9699039



UAE, Dubai

JOB SUMMARY

- **7+ years of experience** in as Admin and possesses a M.Sc., in Physics and expertise in Microsoft Excel, Outlook & ERP. Looking to leverage my knowledge and experience into any role which I am offered for.

PERSONAL SKILLS

▶ Good Communication	▶ Computer Typing	▶ Word
▶ Excel	▶ Presentations	▶ Outlook

WORK EXPERIENCE

Job as **Customer Service / Sales Assistant**

Marine Power International, FZC ,Sharjah , March 2020 – Till date

- Attend calls from and to clients to learn about their needs, complaints, or other issues with products or services.
- Processing Import/ Export Shipment of Engine spare parts.
- Dealing customers and supporting Technical manager and executive engineers.
- Supporting Logistic department.
- Helping Accounts Department about customer's payment process.

Job as **Administrative Assistant and Supervisor**

Mas Institute, Al Nadha ,Dubai , September 2019 - February 2020

- Scheduling and coordinating meetings appointments for parents and students.
- Maintain utmost discretion when dealing with sensitive topics.
- Telemarketing and field marketing & analysis of students and parents' feedback.

Job as **Customer Service Assistant**

Shriram Value Service Chennai, Tamilnadu , India , October 2017 – June 2019

- Attend calls from and to clients to know about their needs, complaints, or other issues with products or services.
- Responding efficiently and accurately to callers, explaining possible solutions and ensuring that clients feel supported and valued.

Job as **Administrative Assistant**

Minerva Public School, Tamilnadu,India , June 2014 – September 2017

- Scheduling and coordinating meetings, appointments and travel arrangements for managers and supervisors.
- Maintain utmost discretion when dealing with sensitive topics.
- Managing travel and expense reports for department team members.

Job as **Secretary**

Sree Sowdambika College of Engineering, Tamilnadu,India April2007 – May 2014.

- Typing documents such as correspondences, drafts, memos and emails, and prepared reports weekly for management.
- Attend incoming Calls and Messages and distribute to Students and Teachers
- Administrative of office supplies & Manage inventories register.
- Manage hospitality for Guests & Visitors and anchoring in Meetings
- Records Minutes of meetings.

EDUCATION

- M.Sc.in Physics , Graduated on May 2006
Madurai Kamaraj University, Tamilnadu, India
- B.Sc.in Physics , Graduated on April 2004
Madurai Kamaraj University, Tamilnadu, India

PERSONAL DETAILS

Full Name : Manimala Perumalsamy

Age & Gender : 36 & Female

Nationality : Indian

Marital Status : Married

Passport Status : Valid up to Aug 2025

Visa Status : On Spouse Visa

Languages : Tamil & English - Read/Write/Speak
Telugu - Speak Only
Hindi - Beginner

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