

NEETHU SUMANTHRAN

OFFICE ADMINISTRATION



Profile

Proficient Administrative Assistant with over 1 year of office experience, specializing in administrative work, problem solving, planning, and optimal assistance. Known for increasing productivity and relieving workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system.

Experience

Oct 2019 -
March 2020

Top Rock Interiors LLC
Receptionist, Dubai

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Assisted in the training of new employees, interpreting and communicating work procedures and company policies.
- Ensuring hospitality of clients walking in.
- Time sheet verification of employees for salary process
- Verifying statement of Accounts for air tickets
- Verifying statement of Accounts for telephone bills.
- Prepare Excel Sheet providing MIS reports and amount to be deducted from employees.
- Maintaining & updating Employee's Database & personal records, Verify & Process record data of each employee.
- Greet and assist visitors.
- Maintaining supply inventory.
- Conducting Indoor games and Birthday parties for refreshment of the employees

Contact

🏠 Dubai,UAE
☎ 0521100948
📠 0556881801
✉ neethusumanthrans@gmail.com

in /in/neethu- sumanthran
🐦 @Neethu04469983
f /neethu.sumanthran

Skills

Technical

Excel	<div><div></div></div>
Word	<div><div></div></div>
Outlook	<div><div></div></div>
Power point	<div><div></div></div>

Language

English	<div><div></div></div>
Hindi	<div><div></div></div>
Malayalam	<div><div></div></div>
Tamil	<div><div></div></div>

Personal

Time	<div><div></div></div>
Management	<div><div></div></div>
Handle Pressure	<div><div></div></div>
Communication	<div><div></div></div>
Adaptability	<div><div></div></div>
Problem Solving	<div><div></div></div>

March 2019 -
Oct 2019

Hadaf Al Khaleej Debt Collection LLC
Telecollector, Sharjah

- Keeping track of assigned accounts to identify outstanding debts
- Planning course of action to recover outstanding payments
- Locating and contacting debtors to inquire of their payment status
- Notify members of overdue payments and accounts by telephone, mail and continue the notification process if reply is not received.
- To systematically follow-up current non-performing and unsatisfactory accounts in order to reduce exposure and maintain loss experience to a minimum.
- Evaluate the credit worthiness of client by using the bank's guidelines and escalate for required approvals in closure process of the accounts.

March 2014 -
June 2015

True Line International llp
Admin, Trivandrum

- Provided strategic administrative and development support.
- Handled and administered payroll to employees.
- Maintained office equipment and supplies and oversaw facility function.
- Coordinated company meetings, appointments, and interviews.
- Managed calendar for multiple staff members.

Personal information

Residence

Dubai, Al Quasis Industrial 3

Birthdate

17 Feb 1992

Gender

Female

Nationality

Indian

Visa Type

Resident visa-Spouse sponsorship

Visa Expiry

02 Oct 2022

Passport Number

N9647933

Education

2009 - 2013

BTech in Computer Science

RIET, Trivandrum

Kerala, India

Course

2017 - 2018

CERTIFIED SIX SIGMA GREENBELT PROFESSIONAL

MSME, Bangalore

Govt of India