



DINCY DINESH

Admin and HR Assistant

Summary

Passionate and professional administrative assistant with 7+ years experience who excels in strong organizational and planning skills. Strong background in customer service and management.

Skills Highlight

- Good communication skill
- Excellent customer service skills.
- Organizational and planning skills
- Detail-oriented and self motivated.
- Effective and efficient team member.
- Upgrading self-knowledge as per the requirements.

Experience

UTTAM AGRO INDUSTRIES (India)

Admin Executive - April 3, 2019 to October 30, 2020


- Co-ordinating with production team and suppliers.
- Arranging vehicles for transportation of cargo to the suppliers
- Manage travels, meetings, appointments for upper management and keeping record of the same.
- Supervising administrative staff and dividing responsibilities among housekeeping staff.
- Keeping stock of office supplies and place orders when required
- Maintaining attendance of housekeeping staff and security
- Ensuring timely payments of Mobile services, telephones, electricity bills etc.
- Multitasking ability to carry out day to day admin tasks efficiently, ability to communicate effectively and maintain favourable public relations.
- Assisting HR for new employee joining coordination.
- General administration duties, photocopying, filing etc
- Coordinating with the repair and maintenance department

MINDGATE SOLUTIONS PVT. LTD. (India)


Front Office cum Admin Executive – March 1st-2017 to January 2018.


- Meeting and greeting visitors/clients ensuring they are signed in and inducted.
- Answering all incoming calls and re route them to relevant department
- Arrange all international conferences and meetings of the Directors.
- Make International/ Domestic travel arrangements and hotel stay for all employees.

Contact

 # 1303, AB Residence, Mushrief Road, UAE

 dincy.dinesh@gmail.com


 +971-565345503  065274095


 <https://www.linkedin.com/in/dincy-dinesh-edoli-a279a858>

COMPUTER SKILLS

- MS Office - Word, Excel, Powerpoint
- Outlook
- CRM

AWARDS RECEIVED

 Awarded Star of the month in Mindgate (July 2017)

 Best performer for the quarter in Proavenues (Jan 2015 & Apr 2016)

EDUCATIONAL HISTORY

- Bachelor of Arts from Mumbai University
- HSC from Maharashtra State Board
- SSC from Maharashtra State Board

PERSONAL INFO

- Nationality - Indian
- Marital status - Married
- DOB - 21st Nov 1987
- Languages known - English, Hindi, Malayalam & Marathi

Extra Curricular Activities

- Won prize in Zonal & Ward level elocution
- Volunteer during college fest

- Processing Official Documents for different Visas and coordinating with the agencies for the same.
- Co-ordination work with Event management team for various events assigned by the Directors.
- Documentation work given by HR. Also, follow up with candidates for scheduling interviews
- Monitoring stationary stock and reordering when required
- Getting ID card prepared and distributing them to the respective staff members

PROAVENUES(India)

Assistant Manager (Sales/Admin) - March 2013 to Feb 2017.

-
- Meeting prospective students to discuss career options based on aptitude tests, strength assessments and other diagnostic measures
 - Assisting Counsellors and tele callers to achieve targets and closing of sales
 - Maintaining a regular schedule with the faculty.
 - Achieving sales target for centre and closure of enquiry.
 - Maintaining and handling petty cash for the branch.
 - Updating the websites on monthly basis
 - Uploading question papers in the quiz maker.
 - Taking an Enquiry and keep detailed files of each student and review the files during follow-up sessions.
 - Collection of payments on a timely basis and ensure zero outstanding.

Concierge Desk Executive – April 2011- Feb 2013

PENINSULA FACILITY MANAGEMENT SERVICES (India)

-
- Handling clients of TIMES NOW, ET NOW, ZOOM, MOVIES NOW.
 - Month on work and updating the Manager and to the corporate client
 - Ensuring timely closing up of all jobs and in turn achieving client satisfaction.
 - Co-ordination with Branch office as and when required.
 - Providing feedback, solutions, handling all sort of query related to Administrative work (Travel, Entertainment, Government job & documentation).
 - Attending & resolving queries of Individual & Corporate clients through coordinating with respective department
 - Giving reply via Email and handling walk-in customer
 - Providing training to new employees