

RESUME



SARITHA SUDHEER

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Objectives:

To be an excellent performer to achieve goals for my organizations in challenging and creative environment with committed and dedicated people.

Experience

- 1) Working as Office administrator in (MAE) Middle Ages Electromechanical works LLC Dubai a leading construction company in Dubai (September 2019 till date)

- 2) Worked as Office administrator in International Law Advocates & Legal Consultants (JUNE 2018 – August 2019)

Duties and Responsibilities

- ❖ Coordinating Office Activities & Operations to secure efficiency and compliance to company Policies.
- ❖ Dividing Responsibilities with subordinates to ensure company requirements are sufficiently met on time.
- ❖ Provides qualified staff support & contribute to the needs of the organization. Monitor office procedures & resolve problems through collaboration with contacts & implement changes as needed.
- ❖ Manage book keeping ,Filing for the firm, including accounts payable/receivables.
- ❖ Coordinate and oversees the completion of special projects as needed.
- ❖ Schedule appointments and office meetings as needed.

Educational Qualifications

Bachelor of Arts (ECONOMICS) From MG University.

Technical Exposure: - Operating System :- Windows 2000, XP

Office Tools: - MS Office

Key Skills: - Good Motivation and Communication Skills, Ambitious, Enthusiastic, creative and dedicate.

Personal Details

Name : Saritha Sudheer

Date of Birth : 17 – 05 – 1977

Nationality : Indian

Marital Status : Married

Husband Name : Sudheer Ravindran

Languages Known : English,Hindi,Malayalam.

Driving license : Holding Valid Indian Driving License (LMV) .

Permanent Address: Ernakulam , kerala , India

Visa Status : Husband Visa