** KAREN ANN KANT**

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**Summary**

A highly organized and proactive professional Office Manager with experience. Excellent Administrative Skills and knowledge to ensure an effective and efficient running office. A self -motivated individual now seeking out the next challenging Office management role. Can work confidently with professionalism and integrity.

**Work History**

**Accounts (Cashier) and Front Office (Reception) 11/2017 to 02/2018**

**The Alpha School –Volunteer**

* Excellent Administrative, organizational, time management and general reception skills.
* A confident, clear, and calm communicator.
* The ability to use initiative.
* Phone and front desk initiative.
* Collection of school fees in Cash/credit card or Cheque form
* Recording of all payments based on method of payment- Cash, Credit Card and Cheques.
* Generating weekly reports for the Accountant and Principal showing status of payment.
* Maintaining Petty Cash and recording expenses for the same.
* Reception duties of answering Parent queries.
* Sending out mails to Parents informing them about school announcements etc.
* Maintaining a detailed log of Visitors.
* Helping Clients find their way around the school.
* Answering all calls in a professional manner and redirecting calls to the correct individual.

**Facilitator and Trainer-Volunteer 12/2016 to 09/2017**

**Scepter –People Pro Trainers and Consultants Pvt ltd**

* Was a part of a team that was involved in training and mentoring Students of Grade 12/13 for Al Diyafah School.
* Training modules that came from People Pro in India were studied and discussed with the entire Training team.
* Later we discussed our Program that evolved and prepared for the training.
* Executed the training at the School.
* Gathered feedback from the trainees and passed it on to the higher management.
* Underwent training to prepare as a fruitful Trainer and Facilitator.
* Preparing Students for their future life by developing Life Skills, leadership attributes to help them succeed in their future life.
* Training them on various topics that help them bloom and be prepared to embark on their journey of Life.

**Office Administrative Assistant 07/2016 to 10/2016**

**Tetrapak Technical Services- Dubai Airport Free Zone**

* Involved in preparation of procuring the Certificate of origin from the Dubai Chamber of Commerce.
* Contacting Local Companies to come for inspection of pending shipments as and when required for the Certificate of conformity to be issued.
* Sending documents for approvals to vendors for air shipments.
* Contacting Clients and Tetrapak offices in Nigeria and Kenya for the purpose of procuring documents to facilitate the movement of shipments.

**Marketing Assistant 03/2004 to 03/2008**

**Chantelle Middle East – Dubai Airport Free Zone**

* Worked closely with clients to identify their needs and challenges and provide solutions-orientated campaign themes.
* Cultivated and managed relationships with key clients, vendors and community partners.
* Compared agency and vendor marketing expenses against established budgets.
* Collaborated with designers and the editorial team on marketing materials.
* Managed project deadlines and monitored milestones through completion stage.
* Coordinated with internal business divisions, agency partners and local vendors to guarantee on time, cost-effective delivery of all marketing communications materials.
* Proofed and approved production and printing drafts of promotional materials.
* Sales forecasting for the new collections and the re-orders for both brands. Analyzing Sales data to be able to get valuable information to forecast for the products. This is one of the most crucial aspects of Planning in the Lingerie Industry.
* Responsible for preparing various reports based on the Marketing Plans, Budgets and Promotional Activities.
* Preparing the Sell in and Sell out analysis for both brands each season.
* Placing the sample orders for both brands and ensuring its distribution to clients.
* Training the Sales Team and Merchandisers about the new collections (Spring Summer and Autumn Winter) every season.
* Regularly doing Competitor Analysis. Evaluating their tactics and strategies in the Market.
* Manage the distribution of Point of Sale Materials like Show cards, Catalogues, Leaflets, Kakemonos and Gifts to all our clients approximately 55-60 throughout the entire Middle East.
* Handling the Damaged and Returned Products Procedure and ensuring that Clients are credited for the same.

**Office Administrator 03/2000 to 03/2004**

**The Andrew Jergens Company ( KAO Corporation) – Jebel Ali Free Zone**

* Composed and drafted all outgoing correspondence and reports for managers.
* Oversaw inventory and office supply purchases.
* Liaised with vendors to order and maintain inventory of office supplies.
* Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies and
* reconciliations.
* Supported Finance Manager in calendar organization and collateral preparation for meetings with Overseas Visitors.
* Handling the overall Administration of the Office.
* Developing and drafting the Budget for the Office.
* Maintaining Petty Cash and ensuring stringent controls to restricting office expenses within agreed budgets.
* Documenting Office procedures and Office-related assets.
* Handling all Banking Transactions, courier requirements and travel arrangements.
* Payment of Office related bills and Miscellaneous expenses.
* Renewing of Passports, Work Permits and other documents for the Office Staff.
* Preparing the accounts for the Office - Trial Balance statements, Journal Vouchers and General Ledgers and Bank
* Reconciliation Statements.
* Preparing Stock Reports, Marketing Reports and Sales Reports for the month.

**Research Officer**

**Dun and Bradstreet- Sharjah**

* Contacting clients for providing research reports.
* On meeting them interviewing clients on their financial data.
* Based on the financial statements- Balance Sheets and Income Statements, credit rating reports were then generated.

**Education**

**Master of Business Administration**: Marketing, Management, Accounts August 2003

University of Wollongong - Dubai

**Bachelor of Business Administration**: Marketing, Management, Accounts February 2000

University of Wollongong - Dubai

**Secondary Education Exam**: March 1997

St. Mary's Convent – Boarding School in Nainital, India

**Additional information**

* Worked Part time with **Medulla Luxury brands**- Porche, BMW, Mercedes as an Evaluator.
* Involved in Voluntary Service with **Al Noor Centre Training** for children with special needs in their Fund-Raising Department and worked closely with special needs children.

**Personal Information**

* **Date of Birth:** 23-12-1978
* **Marital Status:** Married with two Children- Daughter 13 years and son 11 years old.
* **Visa Status:** Husband’s Visa
* **Notice Period:** AvailableImmediately.