

VRINDA V NAIR

OFFICE ADMINISTRATOR, RIVANI
GENERAL TRADING LLC, UAE



Contact

- Phone number: 0543147914
- Email id: vrinda808681@gmail.com

VISA STATUS: Resident visa

Skills

- Meeting coordination
- Inbound phone call handling
- Expense reporting
- Office administration
- Administrative support
- Bookkeeping
- Sorting and labeling
- Processing expenses
- Managing office supply inventory
- Scheduling
- Mail handling
- MS Office
- Time management
- Office management
- Typing 65 words per minute

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal. A customer oriented, multitasking fresher with MBA degree in HR. Expert in understanding the business requirement. Excellent in identifying the need of organization.

Work History

2018-oct- OFFICE ADMINISTRATOR

RIVANI GENERAL TRADING LLC, BURDUBAI

Current

- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Delivered expert clerical support by efficiently handling wide range of routine and special requirements
- Reconciled account files and produced monthly reports to keep informed about office operations.
- Performed general office duties, including answering multi-line phones, routing calls and messages and greeting visitors.
- Reported on daily office activities to help managers stay on top of dynamic conditions and make proactive decisions.
- Prepared meeting minutes and edited subcontractor proposals, project punch list, transmittals and memorandums for organizational support.
- Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
- Trained new employees on administrative procedures, company policies and performance standards.
- Tracked office supplies and restocked low items to keep team members on-task and productive.

Languages

- English
- Malayalam
- Hindi

Personal information

- **Name-** Vrinda V Nair
- **Father Name-** Vishwanathan Nair
- **Mother Name-** Valsala S
- **Date of Birth-** 09-04-1993
- **Gender-** Female
- **Age-**27
- **Status-**Single
- **Religion-** Hindu, Nair
- **Nationality-** Indian

Permanent address

CHINGATTIL H
THONAKKAD PO
CHERIYANADU
ALAPPUZHA (DT)
KERALA
INDIA
PIN: 689511

Passport details

Passport no: N5949216
Place of issue: COCHIN
Date of issue: 08-12-2015
Date of expiry: 07-12-2025

- Coordinated communications, financial processing, registration, recordkeeping and other administrative functions.
- Evaluated office documentation to check accuracy and complete missing pieces, avoiding delays and maximizing team productivity.
- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
- Transcribed meeting minutes for recordkeeping and submitted to senior management.
- Aligned office departments and increased inter-department communication and data sharing by implementing new workflows.

Education summary

2008	SSLC: GOVERNMENT OF KERALA Devaswom board higher secondary school, cheriyanad, chengannur
2010	PLUSTWO: GOVERNMENT OF KERALA Devaswom board higher secondary school, cheriyanad, chengannur
2013	BA- ECONOMICS: KERALA UNIVERSITY Christian college, chengannur
2016	MBA IN HR AND MARKETING: MG UNIVERSITY Sert it campus, chengannur

Awards and achievements

- A main project named LABOUR ABSENTEEISM, DC BOOKS Kottayam(60 days)

Attended a ORGANISATION STUDY, JANATHA POLYMERS, Kerala

Personal traits

- A good listener
- Impressive capability
- Motivate everyone
- Responsible person

Interests

- Reading books
- Drawing
- Listening music
- Cooking

Declaration

I hope things have been going great for you! I'm MBA post graduate in Human Resources and Marketing. I have 2 year experience (Dubai) in administration fields.

I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars

(Signature)
VRINDA V NAIR

Place
Date

