



# SARA MOOSVI

Reception/Admin/Operations/Sales



## Professional Summary

Over 3+ years of experience in Admin/Sales/Reception with various prestigious organizations.

Possesses exceptional analytical skills and an extensive knowledge of various software programs, tools, and processes. Proven ability to work effectively in a team and thrive in fast-paced environments.



## Work History

Jan 2024 –  
Present

### Reception & Admin



DAQIAN (Voffov.com), Dubai, UAE

#### Concierge Duties:

- Greet visitors, clients, and employees in a friendly and professional manner.
- Answer phone calls, direct inquiries, and take messages.
- Manage the reception area, ensuring it is clean, organized, and welcoming.
- Receive and distribute mail and packages.
- Handle inquiries related to appointments, meetings, and company services.
- Maintain visitor logs and issue visitor passes as required.

#### Administrative Duties:

- Assist with scheduling appointments, meetings, and conference room bookings.
- Prepare and manage office supplies, inventory, and orders.
- Organize and maintain filing systems (physical and digital).
- Prepare and edit documents, reports, and presentations as required.
- Assist with HR-related tasks such as employee onboarding and documentation.
- Maintain office calendar, schedules, and important deadlines.

### Admin Coordinator



DAMAC Group, Dubai, UAE

- Provide high-level administrative support to executives and management, including calendar management,
- Scheduling meetings and preparing agendas.
- Preparing Business Proposals and document filing



## Contact

### Address

Dubai, UAE

### Phone

+971- 558497752

### E-mail

[moosvisara25@gmail.com](mailto:moosvisara25@gmail.com)



## Skills

- Admin & Operations
- Front Office
- Team Management
- Relationship Building
- Teamwork
- Strategic Thinking
- Customer Focus
- Negotiation Skills



## Personal

DOB: 22<sup>nd</sup> April 2001

Marital Status: Single

Nationality: Indian



## Languages

English

●●●●●  
Excellent

Hindi/Urdu

●●●●●  
Excellent

Dec 2022 –  
Dec 2023

Mar 2021 –  
Jun 2022

- Coordinate travel arrangements, including flights, accommodation, and itineraries for executives and staff.
- Managing emails, letters, and other documents.
- Preparing weekly and monthly Business Petty cash

## **Business Admin**

### **Success Education Ltd**



- Daily Report Preparation: Proficiently prepared daily reports to keep accurate information
- Monthly Reporting and Coordination: Successfully coordinated and compiled monthly reports to ensure smooth operation and informed decision-making.
- Financial Reporting: Collected, interpreted, and reviewed financial information, then produced comprehensive financial reports.
- Budget Management: Demonstrated expertise in budget creation, account payables, account receivables, and expense management, including monitoring and review.
- Cash Flow Oversight: Keenly observed and managed cash flow to maintain financial stability and support operational needs.



## **Software Skills**

- MS- Office (Excel, Word, PowerPoint)
- CRM
- Invoice Software
- Online shopping websites



## **Education**

### **Bachelor of Commerce (Bcom)**

Osmania University, Hyderabad.



## **Accomplishments**

- Best customer service appreciation
- Transformation of manual work to software

**References** provided upon request.