



Revathi Krishnan

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VISA STATUS : Husband's visa

PROFILE SUMMARY

A **multilingual individual with 14 years of relevant work experience**, possessing drive, ambition and ability. Having broad knowledge of organizing, managing and supporting the day to day activities required for running a firm. Excellent organizational skills gained through all-round administrative experience, now looking for an opportunity for personal development and career progression with an esteemed organization.

SKILLS

- Energetic, highly motivated and a dedicated team player
- Empowered learner with diligent worker
- Equipped to work under pressure meet and beat deadlines
- Excellent with Relationship management skills.

ACADEMIC QUALIFICATION

Advanced Diploma in Management (ADM)

Cambridge College International, Dubai (Jun - 2011)

ADDITIONAL TECHNICAL SKILLS

- MS Office Package
- MAXSALE Solutions (simply increasing Sales)
- FAB Sales model
- Tally 9.0 – Accounting package

LANGUAGES FORTE

- Fluency in English, Arabic, Hindi, Tamil, Telugu, Malayalam & working knowledge of Russian

WORK EXPERIENCE

ADCB  **Abu-Dhabi Commercial Bank**
Period : Apr 2019 – Apr 2020
Position : Associate

- Trained in the Account opening, for Corporate Clients.
- Currently transferred to Lending department, in the Credit division.
- Analysing the cases and tag them in the system.
- Well versed in Oracle, Laps, FCUBS, OMNIFLOW, OMNISCAN
- UDC Filling, updating the records with all the NTML Company profile update.
- Preparing various tracker, Conventional, Islamic, Simply life, Ready and Buyout.
- Preparing MIS reports for Auto loan, Smart Loan, Personal Loan.
- Scanning Auto Loan Files and Corporate client's details.
- Researched and resolved service related problems.



Special Olympics

Period : Feb – Mar 2019

Position : Games System Operator

Job responsibilities

- Responsible for running the main Special Olympics system software (SO Connect)
- Assist the SME with data and report preparation from the Connect system
- Assist the SME with any changes to Athlete data and event start list
- Understand the competition format, workflow and regulations
- Train other Operators and Volunteers on how to use the system
- Report/escalate any system issues to the Games system Office
- Configure the Laptops for the system operating Team
- Support the Award Ceremony with report generation
- Support the team with Credentialing system issues and the Score sheet



Coco Jalila

Period : Jan – Feb 2017

Position : Administrative operator

Job responsibilities

- Managing all the sales related activity of the company.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to customers.
- Carrying out administrative tasks such as Quotation and Invoicing.
- Resolving any sales related issues with customers.
- Completing the administrative needs of the Sales Department.
- Making follow-up calls to confirm sales orders or delivery dates.
- Responding to sales queries via phone, e-mail and in writing.
- Accurately analysing and assessing statistical data



Kentz - Member of the SNC Lavalin Group

Period: July – August 2015

Position – Administrator

Job responsibilities

- Coordinating delivery and collections of documents with the company driver/s.
- To book flights as per request various personnel in the U.A.E ensuring that completed travel documents have been signed off by all parties.
- If required, ensure that the traveller has accommodation booked at the best possible price.
- Ensure that the traveller will be collected at the airport/s that the/she is travelling to or from.
- Couriers are to be booked on time. Should a courier be delivered to the office, the parcel/document is to be delivered to the relevant person.
- Maintaining up-to date filing system for administration in reception area.
- Meeting room Management



SNC-Lavalin (Oil and Gas Company) Abudhabi

Period: March – April 2015

Position – Administrator

Job responsibilities

- Greet visitors and telephone callers and find out the nature of their enquiry
- Operate telephone switchboards and consoles to connect, hold, transfer and disconnect telephone calls
- Provide information to assist clients or refer them to appropriate contacts
- Arrange appointments for callers or for people working in the organisation and keep records
- Carry out word processing, filing, mail-outs, bookkeeping and banking as required
- Send out accounts, receive payments and order stationery and office supplies
- Open and deal with incoming mail, and organise outgoing mail and postage
- Prepare LPO for the necessary divisions



Stafford Associates (resource centre which affiliated with UK based Universities)

Period: Oct 2010 – Feb 2014

Joined as an Admin Officer and been promoted as Academic Consultant

Job responsibilities - Academic Consultant

- Managing a team and ensure proper coordination amongst them, and review their work profile.
- Reported to marketing and recruitment departments with the main responsibility of meeting the sales target and recruiting potential students for the MBA programs.
- Implemented direct & telemarketing, personal networking and database building in order to maximize leads.
- Managed the recruitment process starting from the lead initiation, counselling and follow up and acceptance confirmation.
- Evaluated transcripts from other academic institutions for equivalencies and application to degree program.
- Provided counselling and resources to students and assisted them in overcoming barriers to education.
- Requesting references and checking the suitability of applicants before submitting their details to the University

Job responsibilities - Admin Officer

- Explain the MBA programme to the new students and give a tour of the Black Board facility.
- Assisting MBA students- Answering their queries through phone and mail, sending academic reminders to the students and give assistance on the Black Board.
- Coordinate and follow up with the University for results and for other student queries.
- Responsible for the faculty visit for the Dissertation session and ensure the Event goes well, also schedule one to one session for the students.
- Following up with the students who are fallen behind and give them Academic advice.
- Fix up an appointment with the Academic Director, for those students who need Academic support.
- Calling the students and following up with them, and email them the study plan if required.
- Conduct the Academic meeting and take down the meeting minutes.
- Prepare and updates the Student Progression sheet with regards to students' academic status.