** Chanda Shah**

**Address:**             912, Kubra Towers, Al Nahda 2, Sharjah  
**Phone:**                0501243580  
**Email:**                    lettersforchanda@gmail.com  
**Current job:**         GIHS, Dubai.

**Objective**

**To secure a position as a secretary in an established, professional company that boasts a dynamic work environment and an outstanding reputation.**

**Skills**

**Highly skilled with Microsoft Word, Excel**

**Experience working in a wide array of working environments**

**Excellent organizational and time management skills**

**Fast and accurate typing skills (80 wpm)**

**Quick learner, proficient with various databases**

**Experience writing invoices and agendas**

**Ability to provide bilingual (English and French) administrative, secretarial and customer service**

**Excellent public relations, written and verbal skills**

**Superb communication and interpersonal skills**

**Flexibility and adaptability to change**

**Ability to work independently or in a team environment**

**Committed to cultivating relationships with clients and customers**

**Experience**

**Reliance Infocomm Limited Mumbai, India Administrative Coordinator 2003 – 2007**

**Thomas Cook Group plc Mumbai, India Customer Care Executive 2007 – 2013**

**Shotan Bengluru, India Secretary 2013 - 2014**

**GIHS, UAE French Language Teacher 2014 -present**

**Duties and Responsibilities Similarities**

* **Provide bilingual customer service**
* **Write memos, invoice reports, and agendas**
* **Fax, scan, photocopy and organize company documents**
* **Attend meetings and write meeting minutes**
* **Organized and arranged appointments and interview and training schedules**
* **Provided administrative assistance**
* **Maintained manual filing system**
* **Prepared agendas**
* **Faxing, archiving, photocopying, filing and scanning documents**
* **Answering incoming and outgoing phone calls**
* **Provided bilingual administrative, secretarial and customer service**

**Education**

**British Institutes, Mumbai.**

**Secretarial Practice.**

**Freelance Journalism.**

**BPU, Minnesota.  
BPU 3.74 GPA**

**Courses**

**Sociology, Psychology**

**Introduction to Marketing**

**Report Writing**

**Etiquettes and Entertaining**

**Customer Care**

**Personal Details**

**Status and Visa: Married and on residence visa**

**Address : Sharjah, UAE**

**DOB : 28-03-1979**

**Nationality : Indian**

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Respected Sir/Madam,

Please accept my enclosed application for the position of secretary at your esteemed organization. Having read through your job description, I am certain that I would be a fantastic fit for your organization after my numerous accomplishments and 10 years of work experience.

At my previous firms, I have been a valuable member of the team and an important pillar of organizational support. My responsibilities included maintaining schedules, keeping records, making overall arrangements, and manage organization and general workflow from supporting staff members. I have been responsible for our firm’s “Go Green” initiative, where we have shifted from paper to digital in 85 percent of work and communication. Other notable experience and achievements include:

* Trained and managed all wards over the past 10 years during firm expansion
* Managed all documentation and all correspondences, as well as prepared bi-weekly reports and plans.

I would very much appreciate the chance to join your esteemed Company and contribute to your future success. My skills and background make me a candidate capable of creating a stress-free and efficient office environment for executives and employees alike. Rest assured, I will meet and surpass expectations in this role. I am looking forward to hearing back from you, and I would jump at the opportunity for an interview. Thank you for your consideration.

Sincerely, Chanda Shah