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| E-mailfirdous\_online@hotmail.comContact NumberMobile : 052 2908013 : 055 8819827Address : UAE Personal DataDate of Birth : 03/09/1979Sex : Female Nationality : IndianMarital Status : MarriedPassport DetailPassport Number:- J2090103 Place Of Issue :- UAE Dubai Date of Issue :- 24/06/2010Date of Expiry :- 3/06/2020 Visa Status :- Family Visa**Languages known** (Mother Tongue underlined)English, Urdu, Marathi. | **Shaikh Farzana** **Applied for Administration** Objective To pursue a challenging career in Office Administration , by being in associated with a progressive organization and by keeping pace with latest trends and application of my knowledge and work dynamically towards the growth of the organization.**Core Competencies**• People management skills• Conflict resolution & negotiation skills• Reporting Skills & Presentation Skills • Microsoft Office Skills, Organization• Scheduling & Time Management **Education Details**  H.S.C Maharashtra State Board in 2004 S.S.C Maharashtra State Board in 1996**Professional Qualification**Computer literacy :- Ability to work in windows  (Ms -Word, Excel, Power Point).English Typewriting :- 30 w.p.mPersonality development :- Training Programme organized  by Indo-American**(Attitudes of Excellence for Secretaries & Support Personnel)** |

 **CURRICULAM VITAE**

**Employment Update**

* Manage reception and administrative activities at the Corporate Office to ensure high effectiveness
* and employee satisfaction
* Send & Receive all Quotations and Attend every Enquiry related to Project
* Responsible for facilitating flow of information between the various departments of the organization to
* facilitate reliable execution of business related activities in timely, cost effective manner
* Assist Chairman/MD to Implement Corporate HR policies and systems
* Liaise with all third party associates which are engaged with the firm and monitor adherence to timeline.
* Act as a single point of contact for all third party associates for coordination, providing them with company.
* Ensure proper maintenance of data, records and required documents pertaining to financial expenditures

 undertaken by the organization towards community involvement and development efforts.

* Manage all appointments, meetings, engagements etc. of the Chairman
* Managing all mails, documents etc received by the Chairman
* Maintain executive's appointment schedule by planning and scheduling meetings, conferences,

 teleconferences, and travel.

* Manage all travel arrangements for the Chairman by coordinating with travel desk

 Maintains customer confidence and protects operations by keeping information confidential.

* Manage payment of personal bills for the MD – such as telephone, internet and other such utility bills.
* Handle all calls at the reception and other reception related responsibilities.
* Oversee employee related functions like attendance tracking, leave management, sending details to payroll
* Maintain and update personnel records of all the employees in Office on a regular basis.
* Manage employee feedback channels and collate feedback received and present to the Corporate HR

 Manager in an appropriate format.

* Monitor all applicable statutory compliance required for the office and ensure that they are up to date;

 work closely with PRO for the same.

* Ensure maintenance of relevant records.
* Arrange, organize and monitor support and administration services like canteen, transport, housekeeping, office maintenance etc. for the Office; Ensure speedy resolution of any issues that may arise in the efficient operation of such services for employees.
* Oversee management of office facilities and working closely with vendors for managing office supplies like

 stationary, payment of bills, couriers etc.
 •  Ensure preparation/adequate arrangements for conference room for meetings
 •  Arrange all travel related requirements such as tickets, Hotel bookings etc of the employees at

 Office.

* Coordinate and follow up with embassies for Visa and related documentation, as and when required.

 **Supporting Accounts**

 • Preparation of Sale Invoices / LPO and journal vouchers.

 • Sending Statement of Account to Clients and Venders on monthly basis.

 • Preparation of accounts Payables and Receivables.

 • Follow up with Client for Payments. Update and settle Vendors Invoice.

 • Handling Petty cash

 **Kensington Design LLC as Admin & Transport ( Feb 2017 – March 2020** )

**Cardinal Marine as Secretary & Document Controller ( May 2015 – Jan 2017 )**

**Mekandel Trading Co. LLC as Admin & Marketing ( Jan 2009 – April 2015)**