|  |  |
| --- | --- |
| E-mail  firdous\_online@hotmail.com  Contact Number  Mobile : 052 2908013 : 055 8819827Address : UAEPersonal Data Date of Birth : 03/09/1979  Sex : Female Nationality : Indian  Marital Status : Married Passport Detail Passport Number:- J2090103    Place Of Issue :- UAE Dubai    Date of Issue :- 24/06/2010  Date 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.m  Personality 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)**