

## **Curriculum vitae**

**PUSHPA LOURDESMUDULIAR**  
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### **OBJECTIVE:**

To seek a rewarding career in an organization where I can discharge my responsibilities with a view to being recognized and rewarded and to be a part of a company that is quality conscious, employ friendly and customer oriented.

### **EDUCATIONAL QUALIFICATIONS:**

Bachelor of Arts (IGNOU)  
Higher Secondary (Delhi Board)  
Secondary School Certificate (ICSE Delhi Board)

### **ADDITIONAL QUALIFICATIONS:**

Secretarial Course from Oscar Institute Dubai 2007  
Computer Skills: MS Office

### **LANGUAGES:**

Fluent in both, written and spoken English and Hindi. (Tamil, Telegu and Bengali is also known)

### **WORK EXPERIENCE:**

**Mzoon Building Contracting Co L.L.C Dubai UAE**  
As Receptionist/Secretary/HR Assistant  
From: 04<sup>th</sup> August 2012 to 31<sup>st</sup> December 2019

### **JOB RESPONSIBILITIES:**

- To comply and coordinate with all authorities such as Dubai Municipality, Trakhees, Nakheel, Dubai Silicon Oasis Authority and RTA
- Assisting the HR Manager with recruitment, record maintenance of employees, payroll processing and providing clerical support.
- Handle front office desk, meet and greet people and direct them to concerned departments
- Handling all incoming telephone calls and transferring to the concerned staffs
- Maintain records of all incoming, outgoing correspondence, fax, documents, invoice, drawings etc

- Applying online in Dubai Municipality Portal for inspections and other applications as required for the project
- Downloading drawings and documents from Dubai Municipality Portal
- Handle office task such as file management, documentation and preparing correspondence
- Prepare and maintain record for all material submittals, drawings, documented
- Assisting the Project Manager and Project Engineers
- Follow up with all sub contractors for submissions, meeting and other requirements
- Preparing of reports, such as daily, weekly and monthly report and other reports for sites
- Make inquiries and coordinate with sub contractors for quotations regarding tender projects
- Coordinate with site offices for documents and updates
- To check the email and providing efficient assistance in respect of correspondence to Manager's and Engineer's instruction
- To establish and maintain excellent working relationships with employees and clients

**Gustav Pegel&Sohns SharjahUAE**

As Document Controller

From: 1<sup>st</sup> July 2009 to 20<sup>th</sup> August2009

**Gustav Pegel & Sohns Sharjah UAE**

As Receptionist/Secretary

From: 20<sup>th</sup> October 2009 to 20<sup>th</sup> April 2010

Project Name: Air Arabia Studio Apartment 1 &2  
Consists of one basement & 1floor

Project Name: Air Arabia Centro Hotel  
Consists of ground floor and four storey building

Project Name: Salem Abdullah Salem Tower

**JOBRESPONSIBILITIES:**

- Manage archival activities and responsible for the company's document management.
- Greet personal and telephone callers, find out the nature of their inquiries.
- Provide information to assist client or refer them to appropriate contacts, either in organization or elsewhere.
- Arrange appointments for the manager, to the callers working in the organization and keep records of those.
- File correspondence and other records.
- Report directly and attend to other duties that may be assigned by the Manager Director.
- Manage paper documents and ensure proper documentation and distribution.

- Work closely with all sections to develop monitoring reports for documentation, routing and action.
- In charge in the numbering system used by the company.
- Placing of soft and hard copies of all projects documents.
- Updating correspondences summary sheets and all other related documents.
- Proper formatting of soft copies of summary sheets.
- Entering the site pictures into server by daily basis.
- Handling soft and hard copies of all incoming and outgoing correspondences.

## **Eventi Trading Co L.L.C SharjahUAE**

As Receptionist/Secretary

From: 23<sup>rd</sup> December 2006 to 31<sup>st</sup> December 2008

### **PERSONAL INFORMATION:**

Nationality : Indian  
 Sex : Female  
 Marital Status : Single  
 DOB : 27<sup>th</sup> August 1983  
 Visa Status : Visit Visa (valid till 15 January 2022)  
 Passport No : M 0364666  
 Located : Dubai  
 Hobbies : Reading and listening to music

### **SKILLS:**

- Strong communication skills in both written and spoken English and Hindi.
- Hardworking and fast learner.
- Interacting with people at all levels in the organization.
- Willing to shoulder responsibilities in a new environment positive attitude.
- Good listener. Committed to the highest level of professionalism and excellence.

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