

VAISHNAVI JAPE

Dubai, U.A.E

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ABOUT ME

A dedicated Office Admin with 5 years of experience and multilingual skills seeks to join your organization who enjoys taking the initiative and am competent in prioritizing, organizing, and working with very little supervision.

SKILLS

- Excellent communication skills.
- Ability to work individually and as a part of team.
- Organized multitasker.
- Can work efficiently under pressure.
- Committed to promoting high quality standards.

PERSONAL DETAILS

Date of Birth:	24 Nov 1993
Marital Status:	Married
Sex:	Female
Nationality:	Indian
Languages known:	English, Hindi, Marathi
Passport No.:	J2060118
Visa Status:	Resident Visa (Husband's Sponsorship)

WORK EXPERIENCE

Office Administrator, June 2019 till present
dEE Interiors Decoration L.L.C, Dubai.

- Secretary to the company's Managing Director.
- Responsible for administrative duties from receiving an enquiry till the end of the Project.
- Preparation of Quotation, Local Purchase Order, Invoice and other business correspondence.
- Arranging documents required at site and for Safety induction purpose.
- Handling all petty cash and records.
- Updating regularly the petty cash and purchase account for quarterly VAT filing.
- Update supplier's transaction database and review invoices /purchase orders.
- Assisting the recruitment process of the company.
- Preparation of Offer letters for new employees and mutual contract documents for sub-contractors.
- Taking control of company's daily report from all departments, make sure that the tasks of the day are done.

Office Administrator, May 2015 - March 2018
Ecoscape Agricultural Consultancy, Dubai.

- Handling day to day administrative tasks.
- Perform duties such as typing, filing, copying, emailing, and responding to telephone calls and messages.
- Searching for reliable sources to supply landscape materials and contacting suppliers to obtain information on price, quality and delivery capabilities for the required materials.
- Maintaining procurement files and records.
- Taking minutes of meetings and dictations.
- Creating word processing documents, presentations and spread sheets.
- Perform other office duties as assigned.

EDUCATION

BACHELOR IN COMPUTER APPLICATION (BCA)

Passing Year :	April 2014
Percentage :	Aggregate of 65% securing First Class University of Pune, Maharashtra, India

HSC – SCIENCE STREAM

Passing Year :	February 2011
Percentage :	Securing 62% Maharashtra State Board, Pune

SSC

Passing Year :	March 2009
Percentage :	Securing 79% Maharashtra State Board, Pune

Other Qualifications:

Diploma in Landscape Design in April 2015.

Certificate course in Auto-Cad, 3Ds Max.

Schooling till 8th std done in OOHS, Dubai.