

PRIYA ANAND

M:054-5575294, E: pa85766@gmail.com , Dubai (UAE)



PERSONAL SUMMARY

An effective Executive Assistant with five years of UAE experiences who can help C-level & senior managerial or directorial staff to make the best use of their time by dealing with all the necessary secretarial and administrative tasks. In her current role she interacts on a daily basis with senior staff on operational issues, and is trusted to handle and complete important tasks in their absence. On a personal level she is articulate and sensitive to the culture and diversity of those she works with. Right now she is looking for a suitable position with a company that wants to recruit talented individuals.

CAREER HISTORY

AREAS OF EXPERTISE

MS Office Expert
Meeting Minutes
Skilled Multi-tasker
Executive Administration
Events Planning
Calendaring
Travel & Hotel Itinerary
SAP & CRM, ORION
Invoice, LPO (DIV, GRN)
Customer care service
Office Management

PERSONAL SKILLS

Service orientated
Leadership skills
Professional judgment
Communication skills
Problem Solving

AL FUTTAIM COLAS LLC- DUBAI

EXECUTIVE ASSISTANT (Temporary)

Nov 2019- Jan 2020

Taking responsible for all the administrative processes within the office, and for assisting Vice President/CEO in setting measurable objectives and key performance indicators.

Duties:

- Screened and answered telephones and directed inquires to the Executive Vice President's office as appropriate.
- Accurately maintained and coordinated executive calendars to ensure that required meetings and other executive activities do not conflict.
- At the direction of Executive Vice President prepared the calendar of major monthly milestones of corporation and other activities and schedule.
- Organized board meeting dates, meeting structure and send out the agendas to all assigned department.
- Preparing correspondence and typing up, then distributing the minutes of meetings, Power Point presentations, reports, etc.
- Provided heavy domestic and international travel support to the Executive Vice President and higher management executives.
- This Support included hotel, airline and local Transportation arrangements and reservations the preparation of pre- departure itineraries reflecting all travel and temporary stay arrangements and coordinating the trip with other principles with whom the Executive Vice President will be Travelling or meeting.
- Partnering with Operational & Office team and office staff to ensure smooth running of the office.
- Supporting HR related activities and ensuring the confidentiality of all personnel paperwork.
- Maintain high office standards and a professional working environment at all times.
- Communicating effectively on behalf of the Chief Executive with each department.
- Keeping senior managers up to date and informed of their priorities and meetings.
- Maintaining a high level of confidentiality when handle highly sensitive material.

PERSONAL DETAILS

PRIYA ANAND

Martial: Single

Visa Status: Mission visa

Nationality: Indian

DOB: 30 April, 1990

M: 0527408461

E: pa85766@gmail.com

LOGIT ME FZCO- DUBAI
EXECUTIVE ASSISTANT

Nov 2017-Jul 2019

AL FUTTAIM COLAS LLC- DUBAI
EXECUTIVE ASSISTANT

Oct 2016 – Oct 2017

BOSCH DIESEL SERVICE CENTER AL SALEHI- DUBAI
OFFICE ASSISTANT/SECRETARY

Mar 2014 – Apr 2016

KEY SKILLS AND COMPETENCIES

Managerial

- Ability to handle the pressure of interruptions while working on multiple tasks.
- Excellent typing skills and high level of both spoken and written English.
- Able to interact and communicate at all levels of an organization.
- Robust and resilient by nature, someone who does not give up easily.
- Experienced user of Microsoft Office Suite including Outlook, Word and Excel & SAP, ORION & CRM.
- Can coordinate multiple activities for self as well as others and manage competing priorities.

ACADEMIC QUALIFICATIONS

Shridhar University – Pilani, RJ, India
Business Administration BA (Arts)

Maharshi Dayanand University – Rohtak, HR, India
BCA – Diploma in computers

REFERENCES – Available on request

