



SABITHA BALAN

CONTACT

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📍 Dubai; UAE

AREA OF EXPERTISE

- Administration
- Secretarial
- Sales & Marketing
- Front Office Management
- Time Management
- Database Management
- Negotiation
- Leadership
- Customer Service
- Correspondence
- Active Listening
- Documentation

EDUCATION

- ❖ Bachelor of Education in Physical Science- Calicut University-2009-2010
- ❖ Bachelor of Science in Chemistry- Calicut University-2006-2009

TECHNICAL SKILLS

- 🎨 MS Office
- 🎨 MS Outlook
- 🎨 Adobe Photoshop
- 🎨 QuickBooks

LANGUAGES KNOWN

English Hindi Malayalam
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PERSONAL DETAILS

Nationality : Indian
Date of Birth : 03/11/1988
Visa Status : Cancelled Visa
Marital Status : Single
Availability : Immediate

PROFILE

Highly ambitious Executive Assistant with nearly 4 years experience in Administration, Diary management, office supervision, Sales Coordination, marketing, Customer Care, Front office & Secretarial in Dubai and 5 Years experience in teaching in India. Energetic self starter and team builder able to navigate high-stress situations and achieve goals on time and under budget.

CAREER HISTORY

❖ SECRETARY CUM OFFICE SUPERVISOR

Fiobco Shades & Tents; Jebel Ali Ind-1 [September 2018 – April 2020]

- Provides secretarial, administrative and project support to Manager and other team members. Creates, prepares and edits letters, other correspondence, e-mails and documents from brief instructions, rough typed or hand-written drafts. Creates and modifies reports, forms, charts/graphs, and presentation materials using various software programs. Researches and investigates a variety of subjects at Managers' request. Collects, organizes, and formats data from multiple sources.
- Extensive calendar management, coordinating and organizing complex executive meetings, including drafting agendas and taking minutes as well as ensuring that the General Manager is well briefed in advance.
- Set-up and maintain General Manager's Office correspondence, files and ensure safe custody and confidentiality.
- Sales Co-ordination- Update Inquiry in Data base, Submission of Proposal, delivery of materials & payment follow ups for Tent Rental projects.
- Draft and correct professional business letters, internal memoranda and less formal email communication.
- Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
- Manage clerical needs of company employees, including copying, faxing and file management.
- Routing callers on multi-line phone system & correspondence (e-mail, letters, packages etc.) and Coordinating Office activities and operations to secure efficiency.
- Preparation of Contracts, Internal Demands, Gate passes.
- Assists the marketing department in new marketing campaigns and updating the Company profile, Pre-qualifications & Brochures.

❖ FRONT OFFICE EXECUTIVE CUM ADMIN ASSIST.

Dome Real Estate; Business Bay; [May 2016 – July 2018]

- Work with company MD to strategically plan all initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- Update Inquiries in Data base, Prepare listing materials, proposals, Tenancy Contracts, addendum & invoice.
- Process Director's correspondence, ensuring that incoming correspondence is dealt with by the Director/or on behalf of the Director, or other staff as appropriate.
- Maintain both hard and digital copies of employees' records and assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Update records of new staff and assist with payroll.
- Negotiate and prepare lease documents for Residential, commercial and industrial leasing, and management of lease documents and reporting requirements.

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- Interact with Tenants and Landlords to confirm the deals, direct activities, renewals and communicate management Instructions.
- Organizing all the administrative activities that facilitate the smooth running of an office and maintaining all office equipments.
- Publish/update Ads on various websites & News Papers and update company profile, company websites & social media accounts.
- Prepare the documents & NOC for new Ejari & renewals.

❖ **TEACHING FACULTY OF SCIENCE**

✚ **Sree Gokulam Public School; kerala India [June 2013- March 2016]**

✚ **St' Joseph's CGHS- Karuvannur; kerala [August 2011- March 2013]**

- Preparing lesson plans & Presenting in a comprehensive manner and use visual/audio means to facilitate learning.
- Create and distribute educational content (notes, summaries, assignments etc.).
- Providing individualized instruction to each student by promoting interactive learning.
- Preparing Report Cards of Formative & Summative Assessments.
- Assess and record students' progress and provide grades and feedback
- Coordinating extracurricular activities, sports, clubs and other the School events (voluntary).
- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse etc.
- Counseling and motivating the Students to improve Educational and mental Setup.
- House Mistress & Programs committee coordinator for the Inter school Programs.
- Assisting the Selected Teams for the District & State Level Science Exhibitions.
- Develop and enrich professional skills and knowledge by attending seminars, conferences etc.

❖ **CUSTOMER SERVICE REPRESENTATIVE**

Dot Net (Franchise) - Idea Cellular Limited; Kerala; India
[01st May 2009 – 31st August 2009]

- Support customers by providing helpful information, answering Questions, and responding complaints.
- Generate sales Leads.
- Use Telephones to reach out to customers and verify account information.
- Processing Orders, forms, applications and Requests.
- Maintaining all required sheets of work and update on daily basis.
- Updating the Payments and follow ups.
- Encoding and filing daily Transactions.