



LAIZA MATHAIS

JOB PROFILE

OBJECTIVE

To have career in an organization with challenging assignments that will widen my horizons, enrich my learning experience and provide with an environment that will top my talent to the full potential and that allows me to grow with the organization.

- Appointments for customer and business meetings
- Preparing bills, handling day today cash.
- Maintaining customer relationship through mass e-mail and tele- marketing.
- Managing administration stationaries..
- Maintain an accurate filing system, updating all office files.
- Prepares and fallow up enquiries to suppliers.
- Answer and screen telephone calls, responding to telephone inquiries and follow up effectively.
- Prepare invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, and database.
- Read and analyses incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email
- Sending quotations to customer.
- Greet visitors and determine whether they should be given access to specific individuals
- Over all office administration.

CONTACT



0556618090



mathiaslaiza30@yahoo.com



GHAROUD DUBAI, UAE

PERSONAL PROFILE

Dob : 30th jan 1990
Gender : Female
Marital
Status : Married
Nationality : Indian
Languages
Known : English, Hindi,
Kannada, Konkani

EDUCATION

GNM- ALVAS INSTITUTE OF NURSING SCIENCE

June 2007 – Jan 2011

PRE- UNIVERSITY COLLEGE

POMPEI PRE-UNIVERSITY COLLEGE AIKALA

June 2005 – March 2007

HIGH SCHOOL EDUCATION

LITTLE FLOWER HIGH SCHOOL KINNIGOLI

April 2005

WORK EXPERIENCE

EVERGREEN AUTO GARAGE- RECEPTIONIST CUM COORDINATOR

Aug 2017– Jan 2020

ACCURATE RADIATORS DUBAI- RECEPTIONIST

March 2015–Jan 2016

PATHWAY GLOBAL DUBAI- RECEPTIONIST

Jan 2014–June 2014

OMEGA HOSPITAL MANGALORE- GNM STAFF

July 2011- Oct 2013

STRENGTHS AND CAPABILITIES

- Flair for interacting with people.
- Able to analyze situations and work efficiently.
- Good knowledge of computers.
- Able to work within a team & individually.
- Good communication and interpersonal skills.
- Ability to win the trust and confidence of seniors, colleagues and team members.
- Pro-active, performance oriented, hardworking and dedicated to the job.
- Ability to work in a fast paced environment.

DECLARATION: I hereby declare that all the details furnished above are in accordance with the true and fact as per my knowledge.

PLACE: DUBAI, UAE

NAME: LAIZA MATHAIS