



SNEHA KRISHNA CHEKILAM (EXECUTIVE SECRETARY)

PROFESSIONAL SUMMARY

- A Competitive and goal oriented professional with 6 years' experience as EXECUTIVE SECRETARY, bringing expertise in supporting the need of busy Construction Sector and Other sectors. Excel at maintaining a professional appearance with Suppliers of all backgrounds for a polished public image.
- Results-oriented Admin In-charge successful at managing busy administration areas and multi-line telephone systems. Security-conscious with a methodical and focused approach.
- Highly organized and meticulous with experience in corporate office settings.
Executive secretary professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability.
- Hard-working, multi-tasking with outstanding telephone, scheduling and documentation skills.
- Detail-oriented and driven Secretary with expertise in problem solving and managing daily office functions.

PROFESSIONAL TIMELINE

IMMEX COURIER- DUBAI, UAE (TEMP)

Customer service and Accounts Receivables

from 15th March 2020 to 31st August 2020

Immediate Courier Express LLC (IMMEX) is UAE's premier Business Express service providing Domestic Courier Services, Land Freight Service, Bullet Delivery Service, Bulk Mail Distribution Services, Mailroom Solutions, Secure Cash Collections & International Courier Services, Import / Export Express Services, Transshipment Service, Dangerous Goods Regulations Services, Airfreight, Land Freight Service.

ADDRESS:

AL NAHDA 2, NEAR ZULEKA,
DUBAI UAE.

☎: +971564013114

✉: snehakrishnasai@gmail.com

PERSONAL INFO:

- D/O: Krishna Murthy CH
- DOB: December 24th 1992
- PASSPORT NO: Z3536662
- MARITAL STATUS: Single
- NATIONALITY: INDIAN
- RELIGION: MUSLIM
- VISA STATUS: RESIDENCE

EDUCATION:

- MASTERS: MBA IN FINANCE 2015.
- BACHELORS: BCOM COMMERCE 2013.

TECHNICAL:

- ENGLISH TYPIST- LOWER GRAD.
- ACCOUNTING TOOLS
(SAP FICO, TALLY, FOCUS)
- MS OFFICE

KEY SKILLS:

- TEAM PLAYER
- MOTIVATIONAL LEADER
- CONTROLLING EXPENSES
- CUSTOMER SERVICE
- COMMUNICATION
- PRIORITIZING TASK
- PROBLEM SOLVING
- ORGANISATOR
- ACTIVE LISTENING
- TIME MANAGEMENT
- QUICK LEARNER
- THINKER
- PAYROLL

LANGUAGES:

- ENGLISH
- HINDI
- URDU
- TELUGU

JOB DISCRIPTION

- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Greet customers warmly and ascertain problem or reason for calling.
- Cancel or upgrade accounts.
- Attempt to persuade customer to reconsider cancellation.
- Utilize computer technology to handle high call volumes.
- Work with customer service manager to ensure proper customer service is being delivered.
- Close out or open call records.
- Compile reports on overall customer satisfaction.
- Maintaining the billing system.
- Generating invoices and **account** statements.
- Performing **account** reconciliations.
- Maintaining **accounts receivable** files and records.
- Producing monthly financial and management reports.
- Investigating and resolving any irregularities or enquiries.
- Assisting in general financial management and analysis.

TAHER & SONS LLC –DUBAI, U.A.E

Executive secretary and Admin from Aug 2018 to till December 31st 2019.

Taher and Sons LLC –Manufacturing & Trading Company,

is a leading Perfumes, Oudh and Bakhoor Manufacturer with a wide Network of across the UAE. Under the brand name of taher&sons, the company operates in 5 countries (United Arab Emirates, Oman, Saudi Arabia North Africa & India) from which it serves Gulf countries (UAE Oman, Saudi Arabia, Kuwait, Qatar, Bahrain).

JOB DISCRIPTION

- Provide administrative HR support
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- Help in payroll management, preparation and payment
- Prepare, manage and store paperwork for HR policies and procedures
- Answering incoming calls; taking messages and re-directing calls as required



- Dealing with email enquiries
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary
- Organizing travel and accommodation for staff and customers.
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers and Senior Management
- Conducting any other job-related tasks as may be required
- Communicating with customers & entertain customers calls/inquiries adequately & in a timely manner to ensure our customers satisfaction & maintaining our company image.
- Coordination of applicants, conduction of job interviews and preparation of following steps
- Updating HR database, processing payrolls, organizing health insurance and employment visas and processing employees' requests.
- Processing the company transactional data entry into financial report formats to support with the company financial reporting system and AR follow-ups
- Making sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.

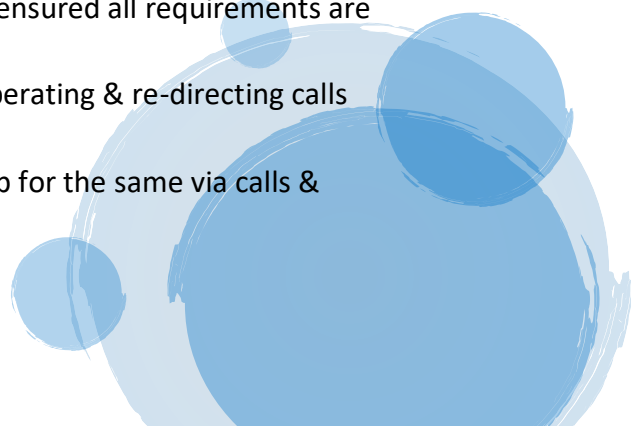
CONCEPT ZONE EXHIBITION FIXTURE FZCO, DUBAI UAE

Accountant cum Secretary and AR from April 2016 – June 5th 2018

Concept Zone Exhibition Fixture FZCO is a leading Exhibition stands design and outfit one stop shop. Interior, constructions and waste management is other sister concerned under Concepts Group of Companies

JOB DISCRPTION

- Managed daily Admin and AR & Accounting activities of Head-Office and on-going sites.
- Collected daily work progress report from on-going sites & ensured all requirements are met.
- Performed general secretarial duties such as, data entry, operating & re-directing calls and emails, maintained variety of logs and files.
- Prepared payment and receivables and have done follow-up for the same via calls & emails.



- Managed timely an accounting duty such as: verified all various transactions (cash, Cheque & Bank Transfers) processed salaries through WPS, updated & maintained general ledgers, structured loan schedules & drawn, issued vouchers for all payables & receivables. Cross checked all bills to avoid fraud.
- Co-ordinated with respected departments to ensure all activities are recorded accurately or updated on time.
- By the end of the day ensured smooth operations.
- Answer employees' questions and provide requested information
- Maintain schedule and coordinate calendar activities
- Assist in posting job ads on careers pages and processing received resumes
- support with the recruitment process
- support with all statutory, visa, labour law requirements
- Create reports for senior management
- Help organize and manage new employee orientation, on-boarding, and training programs

Saidax Engineers & Infrastructures Pvt. Ltd - Hyderabad, INDIA
Accounting Assistant, September 2013 till February 2016

JOB DISCRPTION

- Communicated with suppliers to reconcile invoice payments.
- Balanced reports to submit for approval and verification.
- Monitored the status of accounts receivable and payable to facilitate efficient processing.
- Reviewed GL entries and assessed accuracy.
- Completed financial reports to inform managers and stakeholders.
- Processed payroll for 43 total employees.
- Evaluated employee expense reports and verified accuracy.
- Maintained accurate and complete documentation for all financial department procedures.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
- Provided extensive clerical and administrative support to department staff.
- Discovered major instances of fraud, embezzlement and large balances due.
- Collected and arranged information and entered details into computer database.
- Worked with management at the project level to ensure expense plans are achieved.

Analyzed monthly balance sheet accounts for corporate reporting

Declaration

I hereby declare that all the information furnished above by me in this is true, complete and correct to the best of my knowledge.

Date:

Place:

(SNEHAKRISHNA CH)