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# RAJASREE K.



Dubai, UAE

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## JOB OBJECTIVE

Seeking a suitable role in an organization of repute where I can contribute to its growth with my multi-faceted skills gained in my administrative career.

## FUNCTIONAL SKILLS

EPABX	Customer Relations	Vendor Management
Time Management	Office Management	MS Office
Secretarial Support	Inventory Management	Record Keeping

## WORK HISTORY

### Safari Hypermarket, Sharjah

### Front Office Manager - Since October'18

- Organize all store operations and allocate responsibilities to personnel
- Supervise and guide staff towards maximum performance
- Prepare and control the store's budget aiming for minimum expenditure and efficiency
- Monitor stock levels and purchases and ensure minimum level is always in stock
- Deal with complaints from customers to maintain the store's reputation
- Inspect the areas in the store and resolve any issues that might arise
- Plan and oversee in-store promotional events or displays
- Keep abreast of market trends to determine the need for improvements in the store
- Analyze and prepare sales and revenue reports for management
- Ensure the store fulfill all legal health and safety guidelines
- Handled team of 135 cashiers, 117 baggers, 22 supervisors and 4 in-charges.

### CMS Computers Ltd, Delhi

### Secretary to CEO (April'14-Sep'18)

- Manage the calendar and schedule meetings for CEO.
- Manage the timelines for all organizational & personal meetings and ensuring that the CEO is always explained of the upcoming deadlines.
- Minimize the impact of the CEO's absence by independently responding to phone calls, urgent requests, managing his upcoming schedule and interacting with managers, head of departments, as & when required.
- Manage all necessary business travel arrangements, schedules, coordination with airlines, hotel reservations, airport transportation & other executive management outside the Country for Group

CEO.

- Collate all weekly office correspondence, contract and requests from all Head Office departments for the CEO review and signature.
- Handle inter-office communications, confidential mails, quotations, monthly billing, cheques, etc.
- Prepare a range of reports and executive correspondence for the CEO office as per the given deadlines.
- Contact other departments as necessary to gather the necessary information to prepare reports for CEO.
- Sorts, reads, follow ups and explains incoming mail and documents received for Group CEO.
- Ensure policies & procedures are closely followed & standards of quality related to the office administration are constantly monitored and adhered to.
- Prepare the minutes of the meeting, to send the necessary communications and follow ups.
- Extend necessary support for the CEO personal jobs & requirements.
- Performs any other miscellaneous job related to CEO Office duties.

## **Pioneer Erectors Inc, Delhi**

## **Admin Officer (Jan'05-Mar'14)**

- Handled and prioritized all outgoing and incoming correspondence (calls, e-mail, letters, packages etc.).
- Administered logistics-related expenses reports on a monthly basis including courier expenses, airfare expenses, hotel expenses and stationery purchase expenses.
- Collaborated with vendors to ensure smooth running of facility maintenance, housekeeping and adequate supply of office stationaries.
- Took care of office AMC's, maintenance and monthly bill payments.
- Made the arrangements for travel, visa and accommodation for executives and visitors.
- Scheduled and confirmed appointments for board meetings, take minutes and disseminate as approved.
- Provided clerical support in organizing practical aspects of recruitment events.
- Planned & carried out induction schedule facilitating smooth and effective assimilation of new hires into company's culture.
- Maintained the documentation of new as well as existing employees.
- Issued documents like memos', announcements, salary certificates, salary transfer letters, NOCs and employment certificates among others.
- Maintained the time-attendance and leave records of staff.
- Conducted research and collect data to prepare presentations or reports as assigned.
- Updated and maintaining the organizational charts from time to time.

## **EDUCATION**

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- **Masters in Business Administration, Anna Malai University**
- **Advanced Diploma in Computer Application in Internet & E-Commerce , WISAC**
- **Bachelors in Commerce, Kerala University**

## **PERSONAL DETAILS**

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Linguistic Abilities : English, Malayalam, Hindi  
Passport Number : R8871296  
Visa Status : Visit Visa