

# Veronica Barretto

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## CAREER OBJECTIVE

Providing excellence in *Secretarial, Administrative & Sales Coordination Positions* support through turn around strategies with a reputed organization where my past experience will have valuable applications.

## EXECUTIVE CREDENTIALS

- ✓ Highly talented Secretarial professional with 20 years solid experience in **Secretarial & Administrative support** in **UAE**.
- ✓ Have excellent skills in MS Office Applications.
- ✓ Possess in-depth Secretarial skills and understanding of time & work management with Intelligence.
- ✓ Energetic, enthusiastic and have a high degree of self motivation.
- ✓ Strongly commercial with excellent people skills.
- ✓ Ability to put in extra efforts when called for.
- ✓ Ability to learn & understand operations process supported through technology.
- ✓ Strong 'can do' attitude and drive to results.
- ✓ Excellent verbal and written communication skills in English.

## WORK HISTORY

<b>Secretary / Sales Coordinator</b> Bin Dasmal General Trading Co. L.L.C., Dubai, UAE	<b>Oct. 2006–Dec.2020</b>
<b>Secretary / In charge Office Administration</b> Advanced Composites Sharjah Hamriyah FZC, UAE	<b>Feb.2005-Sept.2006</b>
<b>Secretary / Sales Co-ordinator</b> Paramount International FZC, Ajman, UAE	<b>July 2003 – Jan.2005</b>
<b>Receptionist cum Telephone Operator</b> National Food Products Co. Abu Dhabi, UAE	<b>July 1998 –Oct.2001</b>

## JOB PROFILE

- Coordinate all administrative and business functions and make sure that they are properly done without delay.
- Supervise and coordinate activities of staff.
- Screen telephone & personal callers; Make and record appointments.
- Review and answer correspondence; File correspondence & other records.
- Data encoding, input, scanning and transcribing of all computer related information of the company.

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- Responsible for handling queries, incoming and outgoing calls, faxes and emails.
- Type letters & reports on behalf of the company.
- Organize business itineraries; travel arrangements etc.
- Coordinate in purchasing office supplies & arrange staff requirements.
- Ensuring stock of stationary and office supplies at all times.
- Maintain and control confidential files and records.
- Preparing & submit Quotations for various projects in ERP Systems.
- Preparing Purchase Orders.
- Preparing Proformas and Invoices and Follow up for payments.
- Typing L/C documents in electronic typewriter.
- Maintaining all staff records.
- Arranging appointments, meetings, and flight and hotel bookings to the Manager.
- Preparing receipt and payment vouchers.
- Handling Petty Cash.
- Organising filing of all documents.
- Performing any other duty that may be needed by the Department within the overall administrative scope of work.
- Performs other related tasks as may be assigned by the immediate superior from time to time.

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### EDUCATIONAL QUALIFICATION

#### Secondary Studies

Passed SSC, Pune Board, Maharashtra

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### PC SKILLS

MS Office including Word, Excel,  
Internet and E-mail applications

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### PERSONAL DETAILS

**Marital Status** : Single

**Nationality** : Indian

**Visa Status** : Visit Visa

**Languages Known:** English, Hindi, Marathi and Konkani.

**Driving License:** U.A.E. Driving License

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