



**RANI ABHILASH**

## CONTACT

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## LANGUAGES

English

Hindi

Malayalam

Tamil

## INTERESTS

Writing

Sketching

## Career Objective

Managerial Level Administration professional & Executive Secretary with 11 years' experience in Administration, problem solving, coordination, interpersonal, time management, communication and quick learning skill with providing strategic & operational support. Diligent, forward-thinking and adaptable to dynamic company needs. Backed by Legal credentials and office Management skills.

Should I fortunate enough to join your esteemed Institution, I believe that my growth will continue as I work hard to become an integral member of your dynamic team.

To secure a responsible career opportunity to fully utilize my skills while making a significant contribution to the success of the company.

To build a long-term career with opportunities for career growth.

To be beneficial in the company and gain growth in my personality and experiences.

## Educational Attainment:

Degree – Bachelor of Law

## Behavioral competencies

- Proactive & Problem solving
- Innovative & Creative Thinking
- People Management
- Interpersonal
- Adaptability
- Team work

## Qualifications:

- With proven communication, travel planning and email management skills and organizational and research.
- Skills to support internal and external communication.
- With strong organizational ability who manages time and priorities well. Open minded with an innate ability to deal with different people.

- Positive attitude with strong sense of responsibility.
  - Highly responsible and optimistic. Work with a minimum supervision.
  - Expertise in administration, coordination, liaison, support management.
- Proficient in Microsoft Office Applications such as Microsoft Outlook, Microsoft Word, Microsoft Excel and Powerpoint.
- Expertise in secretarial administration and management of Senior Managers/Executives.
- Expertise in customer service, handle complains and problem solving skills.
- Ability to manage all inbound/outbound calls in a respective manner.
- Computer literate (data entry, surfing, searching, social media applications).
- Customer orientation and ability to adapt/respond to different types of characters.
- Ability to multi-task, prioritize, and manage time effectively.

## Employment Experiences:

With FMC NETWORK UAE /Fathima Healthcare Group, Dubai United Arab Emirates  
 Since March 2010. Acquired extensive knowledge in the HR & Administration in addition to the Executive role.

## Administration:

- In-depth understanding of office management procedures and departmental and legal policies.
- Perform Immigration procedures for Employee Visa and Passport related documentation and experience in process of immigration works, RTA related works like vehicle renewals, Salik recharge & fine clearance through online & manually, General Company Documentation with Govt. Entities. Also have experience in trade license renewal as well as tenancy renewal with proper documentation.
- Reviews and approves all Petty cash vouchers with supporting documents.
- Reviews and approves all the purchase invoices submitted from the purchasing department.
- Reviews the Time sheet approval for the monthly payroll processing, prepares the payroll and checks, all the areas like Salary Deduction, Absence, Overtime, etc.
- Reviews all the requests for Leave Salary Request, Air Ticket reimbursements to staff.
- Inventory management, ageing reports and stock reconciliations.
- Arrange Medicals and visa stamping for new and renewal visa for employees.
- Arrange different types of permits (Work permits, site accesses, gate pass etc.)
- Implement procedural and policy changes to improve operational efficiency.
- Coach, mentor and discipline office staff.
- Ability to handle all disciplinary cases. Conduct internal investigations and take disciplinary actions through prepare and release required documentation (warning letters/Terminations when necessary).
- Prepare corporate announcements.
- Active member of the organizing committee for Family Day and other Team engagement activities.

## Human Resource:

- Monitor team's daily attendance report
- Scrutinize CV and facilitates shortlisted candidates for interview
- Facilitates and coordinates the newly hired staff (recruitment process)
- Coordinate staff recruitment and manpower selection process in order to ensure a timely
- Organized and comprehensive procedure is used to hire staff.
- Provide information and assistance to staff, supervisors and Council on human resource and work related issues
- Preparing employment offer letters as per the company standard and to be given to successful candidates
- Making staff contracts, staff increments as well as staff warning and termination letters as per the company standard procedure.
- Updating staffs details to the HRMS
- Preparing and processing staffs request for the employee benefits as per the companies SOP.
- Making and processing staffs request such as salary certificate, no objection letter, Employment certificate, experience certificate and staffs salary advance letter as per the Company standard format
- Processing staffs leaves (annual leaves, local leaves and emergency leaves)
- Processing bank account application and request for staffs and newly hired staffs for Salary/payroll transfer purposes.
- Scheduling manpower planning to ensure smooth operational work flow.
- Coordinating with external recruitment agencies regarding manpower request and initiating the contract.
- Facilitates staffs medical and staffs health card as per the government law
- Updating staffs list coverage for medical and life insurance
- Perform other related duties as required (manpower/recruitment, offer letters, email, Correspondence, new engagement, visa processing, visa cancellation, visa change, payroll process, staff attendance

## Executive Secretary to the Chairman & CEO

### Responsibilities:

- Reports directly to Chairman and keep him inform about all important matters relating to company operations.
- Coordinates calendar, travel, meeting, and schedule arrangement for the chairman, staff, business partners, and customers.
- Manage and Maintains up to date appointment schedules daily to reduce waiting time.
- Work closely with team members to assure the Chairman's preparation for meetings, presentations or other engagement.

- Administrative and functional activities include but not limited to: Attending phone calls; maintaining business files; corporate record keeping for multiple entities; taking minutes & creating documentation, filing, storage & retrieval of business and personal activities.
- Prepare and draft all internal/external correspondence as advised by Chairman and follow through on specific actions that needs to be taken.
- Organize and coordinate meetings, conference bookings and travel arrangements
- Prepare business/Media/Social publication documents as advised by Chairman
- Maintains strict confidentiality at all times (both in and out of the workplace)
- Assist Chairman and Management team as and when required.
- Collate information and maintain in database
- Coordinate with colleagues from other departments and branches
- File and maintain insurance files, agreements/contracts as required
- Perform insurance related task as advised by Line Manager
- Customer services - include answering and receiving phone calls, greeting customers and guests.
- Process and review insurance documentation and ensure all documents are complete

## Legal

Started career as a junior Advocate in the District court, Trivandrum, Kerala.

Entitled to verify and update the contracts between the company and external parties.

Custodian of all the legal documents related to the company with Confidentiality.

## Declaration

I hereby declare that the above information is true and correct to the best of my Knowledge and belief.

## Reference

Provide On Request

**Rani Abhilash**