

Anthea Maria Fonseca Silveira

Personal Information:

Nationality: Indian

Employment Visa: NOC Available

UAE Light Vehicle Driving License

Joining Date: - Immediate (Currently in Dubai)



Career Objective:

To join a suitable position as an Office-Administrator / Office-Manager / Secretary / Customer Service Agent with a reputed organization where my experience and contribution will have valuable application.

Mobile:

+97150 4212458

Email:

Antross28@yahoo.com

Language Spoken:

English, Hindi

Education:

Bachelor Degree of Commerce in SNDT Women's University (Shreemati Nathibai Damodar Thackersan) India- 2003.

Profile

- More than 10 years UAE experience in Office Administration and Customer Service.
- Self-motivated, dependable, fast learner, multi-tasking and a problem solver with time management skills.
- Excellent communication skills in English and in Hindi.

Pools & Gardens Co. L.L.C From: June 2012 to August 2020

Position: Office Manager / Administrator:

- Attending to customer inquiries.
- Drafting and editing correspondence.
- Coordinating with the teams to prepare Quotations.
- Dealing with Vendors and negotiating procurement of materials along with Vendor payments.
- Managing client relationship along with customer retention.
- Collaborating with the Pool and Garden teams to resolve client issues.
- Assisting the Accounts Department in data entry into SAGE.
- Managing Monthly Client Invoice.
- Following up on recovery of Outstanding Dues.
- Arranging Gate Pass of different communities.
- Maintaining HR and Payroll records of staff.
- Keeping a track of Office Administration activities.

OWG GULF From: December 2010 to April 2012

Position: Executive Assistant:

- Attending to telephone calls.
- Drafting letters.
- Assisting in company formations.
- Dealing with Banks and Free zones.
- Assisting the Accounts Department in data entry.
- Coordinating between the banks and the clients.
- Making Hotel bookings.
- Supporting clerical and admin works.
- Ordering Stationery items and Pantry items.

DSC INFRASTRUCTURE L.L.C From: February 2007 to November 2010

Position: Admin Assistant:

- Filtering incoming calls to the management in a polite and professional manner.
- Managing the Front Desk, Provide information to callers and Greet persons entering the organization.
- Ensuring knowledge of staff movements in and out of organization.
- Preparing and generating routine correspondence, letters, memorandums, forms, reports and other documents and distribute as required.
- Receiving, opening and distributing incoming mail & prepare outgoing mail.
- Responsible for organizing and managing the calendar, business trips, ticket, bookings of senior management.
- Distributing stationery to employees based on the requests raise and maintaining stock control of stationery.
- Coordinating with administrative department for the payment of Rents for Staff Accommodation, DEWA for the H.O & Salik for office Vehicles.