



LINI ABRAHAM

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Objective:

To use my experience and abilities in best possible way for achieving the Company's goal with its higher standard in a professional manner and to develop a good career as per my skills.

Skills:

- ❖ *Excellent Interpersonal and Communication Skills*
- ❖ *Handles Customers and Resolving enquiries*
- ❖ *Good Teamwork Player*
- ❖ *Client Relationship Management*
- ❖ *Good Leadership skills and Organizing skills.*
- ❖ *Confident and positive thinker*
- ❖ *Adaptable and Quick Learner*

Work Experience:

Administration Executive (2007 Till date)

New Medical Center Trading LLC, Abu Dhabi

(13 years in Office Accounts/Administration and HR support)

- 1. Reporting to HR Manager.*
- 2. Coordinate and schedule appointments for HR department for arranging Interviews and drafting email as per recruitments for new recruitment of staff.*
- 3. Operational support for staff from joining till exit clearance process.*
- 4. Customer service coordinator with efficient handling of all day today office needs and works in professional standard of the Firm.*
- 5. Perform support tasks, including updating and sorting files, drafting, and proof-reading correspondence.*
- 6. Responsible for preparing staff Payroll attendance with system generated Oracle enterprise resource planning reports based on staff annual leave and sick leave details.*
- 7. Handling Secretarial tasks and responsible for Office equipment's ordering and maintenance contracts with outside parties.*
- 8. In charge for IT Assets inventory ordering and managing office software applications for staff needs.*
- 9. Organizes International and Domestic Travel arrangements and Hotel Bookings for Business Trips for COO and Deputy Managers for official meetings and Staff for Training purposes and maintains reports of Tax Invoices on monthly basis for Accounts dept. for Auditing purpose.*

10. *Handles procurement area for Office stationeries and supplies and keeping track of stock.*
11. *Follows ISO standards and works to align the vision of Firm to achieve good relationship with Clients.*

Administration Accounts works:

1. *Handles Oracle applications for making digital LPO, Quotations, Tax Invoices and works as liaison between Finance department and client for daily operations.*
2. *Handles and allocates Petty Cash expense in SCORE software for employee travel allowance for entire unit and making appropriate reports.*
3. *Interacted effectively through verbal and written communication with all Outside parties for yearly maintenance contacts with emphasis on company interests.*
4. *Independently prioritized and accomplished multiple tasks within established timeframes.*
5. *Supported Accounts staff for generating accurate expense reports efficiently following the procedures to ensure proper performance of tasks through data entry of basic accounting information and transactions.*
6. *Receiving and confirming invoices for machinery parts, utilities, vehicle maintenance, building maintenance, and employee expenses and handing over to Finance team for Audit purpose.*

Qualitative Skills:

- *Honest, Loyal and Hardworking*
- *Technical Competency*
- *Determination and Persistence*
- *Ability to work under pressure*
- *Eager and willing to add knowledge and skills*
- *Effective Communication Skills*

Education:

 *BCOM with Computer Application in Business (2003 -2006)*
St Thomas College, Kerala - India

 *IATA UFTA Foundation Course*
ASIA Gulf Travels – Abu Dhabi

 *Plus Two (CBSE CENTRAL BOARD - DELHI)*
Citadel Junior College, Kerala – India

 *Higher Secondary (CBSE CENTRAL BOARD, DELHI)*

St Mary's Senior Secondary Central School, Kerala – India.

Software Knowledge:

Operation Systems : Windows XP/ windows 7/ Windows 8/ Vista/Windows 10

Office Applications : Microsoft Word/ Microsoft Excel/ Microsoft PowerPoint/ Microsoft Outlook

Additional Information:

- Certified Fire and Safety team member from Jaheziya - Civil defense training Centre, Abu Dhabi.
- Blood Donation volunteer.
- ISO Quality team volunteer.
- Event Coordinator for Company Functions.

Personal Information:

- DOB : 16/09/1984
- Married
- Holder of UAE Driving License

Visa Status: Employment visa valid till 20/04/2021

Languages Known:

English/ Hindi/Tamil & Malayalam

Reference :

Mr. Gopikumar – HR Manager, NMC Trading

Ms. Deepa Abraham – HR Supervisor, NMC Trading

Declaration:

I hereby declare that the above furnished information is true to the best of my knowledge.

Lini Abraham

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