



# Prathibha K. R.

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*Al Nahda, Sharjah, UAE*

*sprathibha336@gmail.com*

## OVERVIEW

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Customer service-oriented and self-oriented with extensive experience in resolving conflicts with customers. Thorough and attentive to detail in all professional matters.

## EXPERIENCE

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### Office Administrator

*Emirates Gourmet General Trading L. L. C, Dubai, UAE (Dec 2018- Nov 2020)*

- Following standardized company procedures relating to all aspects of office performance.
- Answer incoming calls in a performed manner.
- Processed correspondence in responses to customer complaints.
- Responsible for day to day document management workload.
- Determine product pricing based on market research, product costs and anticipated demands.
- Collects customer needs through research and market data.
- Assess competition by comparing products.
- Getting quotation from different suppliers and provide bid analysis and preparing quotation.
- Verifies the validity and authenticity of all the documents.
- Handling office tasks such as filing, generating reports and presentations, setting up for meetings and reordering supplies.
- Provides real-time scheduling support by booking appointments.
- Maintain polite and professional communication via phone, email and mail.
- Maintaining a follow up facility to enable documents to be updated easily.
- Established proper documentation and filing system of document against each item.
- Coordinate and monitor supply chain operations.
- Received and obtained leads from trade shows, seminars, mailings and industry partners.

## EDUCATION

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### Bachelor of Veterinary Science and Animal Husbandry

2013

*Karnataka Veterinary Science and Fisheries Sciences University.*

The curriculum includes six months practical experience at veterinary clinics attached to the college in various parts of Karnataka.

## **SKILL**

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- MS Word
- MS Excel
- MS Access
- Ms Powerpoint
- Outlook
- Email

## **LANGUAGES**

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- English
- Malayalam
- Kannada

## **PERSONAL INFORMATION**

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- Date of Birth: May 15, 1988
- Sex: Female
- Marital Status: Married
- Nationality: Indian
- Visa Status: Sponsorship Visa