

# RESUME

**R. SRIDEVI**

Building No. 111,  
Flat No.103, Shabiya 12,  
Abu Dhabi  
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**Mobile :+971502873009**

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**OBJECTIVE**

To work in an organization offering challenging opportunities, leverage my skills and contribute towards the organization goal.

**SUMMARY**

14 years of experience in various field like Administration, documentation Front Office, Secretarial works, HR and Customer care.

**SOFT SKILLS**

Good communication skills and ability to interface with all levels of internal and external staff and knowledge to coordinate with suppliers.

- Good organizational skills and the ability to function successfully in a fast paced team environment and flexibility to work on long hours in meeting deadlines necessitates to do so.

**TECHNICAL SKILLS**

- Languages : D.C.A., D.S.E. (CIA, **C Program**), **HTML**, **Front Page**
- Operating Systems :MS Excel, word, Power point, SAP, Therefore –capture client & Navigator
- Typewriting : Junior & Senior Grade (English)
- Ability to type at least 50+ wpm.

**QUALIFICATION**

- MBA (HRM &Labour Law) Indian School of Business Management Oct 2013 – Oct 2014
- Completed my B.sc., (Zoology) in 1999-'02 Dr. Ambedkar Arts College Chennai
- Completed my Higher Secondary at St. Joseph's Higher secondary school Chennai

## **PROFESSIONAL EXPERIENCE**

- Worked as Senior-Admin Executive,(Document controller) & Executive - Secretary to Sr. Vice **President for Prestige Estates Projects Limited**, from 11<sup>th</sup> July 2019 till 4<sup>th</sup> September 2021.
- Worked as Manager-Admin& HR for **PowerIT Technologies Pvt Ltd.**, from 4<sup>th</sup> October 2018 to 4<sup>th</sup> May 2019.
- Worked as Front office Executive & Admin Executive for **Maersk Line India Pvt Ltd** under the payroll of Charlene Hospitality Services Pvt Ltd from September 28<sup>th</sup> 2017 to till 27<sup>th</sup> June 2018
- Worked as Front Office Coordinator for **Indo National Pvt Ltd (Formerly known as Nippo batteries Pvt Ltd.)**. From August 2014 to September 2016.
- Worked as Executive-Admin & Secretary to VP **Garuda Thermal Power Pvt Ltd (Formerly known as Sindya Thermal Power Pvt Ltd.)**. From January 2013 to July 2014. (Group company of Indo National)
- Worked as Front Office Executive & Admin for M/s. **Plascare Industries Pvt Ltd.** from February 2011 to January 2013.
- Worked as Secretary for M/s. **Catholic centre (Trust)** from June 2009 to September 2010
- Worked under the pay roll of M/s. **LesConcierges** as Front Office Executive since Dec 2007 to May 2009. Worked for M/s. **Sasken Communication Technologies** and **M/s. IBM India Pvt Ltd.**
- Worked as a Customer Relation Officer with M/s. **Hutch** for a period of 1 year June 2006 to May 2007
- Worked as a Tele caller and Tele Marketing Executive for **ICICI** and **Reliance** with M/s. **TEE-GEE Financial Services** for 4 years from Aug 2002 to May 2006

## **JOB RESPONSIBILITIES:**

- Drafting of letters, Agreements and Minutes of Meeting.
- Scheduling and Coordinating meetings, site visit for Sr.VP with various Department.
- Exporting and Importing Agreements in software
- Preserving and filing the hard copy of Agreements& other confidential documents.
- Coordinating the travel arrangements for Vice president and MD's Chennai visit.
- Creating PO's in SAP
- Handling the entire administration operation at the location.
- **Vendor Management** – Managing 3<sup>rd</sup> party vendors like: Housekeeping, Security etc., and other vendors from whom we seek services like Stationery, Pantry consumable vendor, EPBAX, mobile services provider and Food vendor.
- Responsible for the day-to-day tasks and administrative duties of the office including reception area.
- Attendance maintenance for employees.
- Periodical submission of progress reports to the management of the various activities of the company.
- Maintenance of all the records related to office facilities, assets, personnel and materials

- Handling Petty cash.
- Processing Monthly Travel allowance and conveyance.
- Processing Vendors Invoice for payment.
- Maintenance of Inward and outward courier.

**PERSONAL DETAILS:**

Name : R. Sridevi

Age : 41 years

Date Of birth : 06<sup>th</sup> December 1979

Passport No : V1291216

Visa Status : Vist visa(3 months)

Language : Tamil, English& Hindi

Marital Status : Married

Permenant Address : No.295, 8<sup>th</sup> west cross street, New Nagar (MKB Nagar)  
: Vyasarpadi, Chennai-39, Tamilnadu, India

Domicile : TamilNadu, India.

**DECLARATION**

I hereby declare that the above information given by me is true to my knowledge and belief.

Place : Abu Dhabi

SIGNATURE

Date :

**(R. SRIDEVI)**