



Mobile: +971 - 581226814 / 502240362 (Dubai – UAE)
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PROFILE:

To be an integral part of a dynamic organization, where I can enhance my skills in personal interaction and fully utilize my potentialities to contribute to the achievement of the company's goal.

WORK EXPERIENCE:

Company name : Amal Manpower Supply
Location : Dubai
Designation : Executive Manager/Secretary
Duration : November 2019 till date

Duties and responsibilities:

Executive Manager

- ✓ Screening emails of Executive Director & responding to same and assisting him in various task.
- ✓ Organizing travel arrangements and visas, Hotels & conference bookings
- ✓ Using a variety of software packages, such as Microsoft word, excel, access, etc., to produce correspondence and documents and to maintain records, spreadsheets and databases;
- ✓ Participating in brain storming of projects executions with Executive Director & Sales Team
- ✓ Taking Minutes of Meeting.
- ✓ Any other task assigned by Director.

HR

- ✓ Advertising for Job posting, Interviewing Candidates
- ✓ Handling any issues related to outsourced employees from HR perspective & ensuring to solve the same with high diligently
- ✓ Handling overseas hiring, training, and dismissal processes
- ✓ Handling onboarding, employee life cycle, analytics, exit process etc. related to different projects
- ✓ Can work independently with strong organizational, analytical, and interpersonal skills.

Account Management

- ✓ Operating as the point of contact for clients
- ✓ Handling Projects after deployment of candidates like any issues, sending invoices & payment follow up, attendance sheet record etc.
- ✓ Developing and maintaining long-term relationships with accounts
- ✓ Making sure the clients receive services in a timely fashion
- ✓ Forecasts and tracks client account metrics
- ✓ Managing projects within client relationships, working to carry out client goals while meeting company goals
- ✓ Keeping records of client transactions.

Project Related

- ✓ Preparing Project Plans, Agreements, Contracts, Government Tenders, Proposal and submitting the same either online or as per requirement.

Reporting

- ✓ Preparing Project report & Sales Report, Expense report for the Director & Petty Cash Statements.
- ✓ Preparing Annual Budget ,Project updates report & Sales Projection report

Sales

- ✓ Preparing Quotations, Project Financial summary, Marketing emails, Website Updating etc.

Company name : Location Solutions Telematics LLC
Location : Dubai
Designation : Personal Assistant & HR Assistant
Duration : February 2016 - November 2019

Duties and responsibilities:

Secretarial

- ✓ Screening emails of Business Development manager and assisting him in various task as and when required.
- ✓ Using a variety of software packages, such as Microsoft word, excel, access, etc., to produce correspondence and documents and to maintain records, spreadsheets and databases;
- ✓ Organizing travel arrangements and visas, Hotels & conference bookings
- ✓ Prioritizing workloads
- ✓ Preparing various reports required by management(UAE & Saudi)
- ✓ Developing and maintaining a filing system.
- ✓ Preparing expense report for management.

HR

- ✓ Screening resumes for available positions in the company (UAE & Saudi)
- ✓ Scheduling interviews
- ✓ Administering pre-employment tests
- ✓ Maintaining records of employees leaves & personal data,
- ✓ Maintaining various filing systems for HR documents.
- ✓ Handling Complete HR process in coordination with company PRO
- ✓ Handling attendance system and HR policies

Fleet management

- ✓ Handling company vehicles registration, maintenance, services, insurance, and renewals.

Sales assistant

- ✓ Preparing quotations
- ✓ Entering business cards in CRM
- ✓ Adding meetings updates in CRM for product manager

Accounts

- ✓ Handling and maintaining petty cash records.
- ✓ Payment follow up for accounts receivables.
- ✓ Sending SOA to the clients.
- ✓ Entering the expenses in software-focus.
- ✓ Generating reports as and when required from focus.

Admin

- ✓ Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- ✓ Secures information by completing database backups.
- ✓ Provides historical reference by utilizing filing and retrieval systems.
- ✓ Arranging gates pass and various supporting documents for anything if required.
- ✓ Handled DPS clients in coordination with installers as a back-office support (as part of Operation duties)
- ✓ Organized an event for the company get together.
- ✓ Handling miscellaneous administrative task.
- ✓ Mentoring Receptionist and Office boy

Company name : Best Products Trading LLC
Location : Dubai
Designation : Administration Executive
Duration : May 2015 – January 2016

Duties and responsibilities:

- ✓ Drafting letters, correspondences.
- ✓ Scheduling appointments & arranging tours for boss.

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- ✓ Maintaining important and confidential files.
- ✓ Handling correspondence through mail and via phone of principals.
- ✓ Maintaining records of employees leave.
- ✓ Handling petty cash,
- ✓ Handling general administrative duties including filing, booking and organizing board or meeting room, dispatching and accepting mails and courier services (parcels)
- ✓ Handling hotel bookings, visa documentations
- ✓ Coordinating and administering management calendar
- ✓ Coordinating and scheduling events meetings, conferences.
- ✓ Working as sales co-coordinator, arranging appointments, attending sales meeting, finalizing quote for clients, follow up on payments.
- ✓ Attended and supported -HVAC- Big 5 trade exhibition at world trade center

School name : Gurukul Grand Union school & Jr. College
Location : Ambernath - India
Designation : Administration Assistant
Duration : June 2014 - April 2015

School name : Fr. Agnel Multipurpose School and Junior College.
Location : Ambernath - India
Designation : Administration
Duration : June 2013 - April 2014

Company name : HOK Design & Planning India Services Pvt. Ltd.
Location : Mumbai - India
Designation : Administrative Secretary.
Duration : September 2010 – October 2012

Company name : Transworld Group Of Companies. (Meridian Shipping Agency Pvt. Ltd.)
Location : Mumbai - India
Designation : Administration / Secretary to CEO
Duration : July 2007 – September 2010

Company Name : Ashok Trader Ltd.
Location : Mumbai - India
Designation : Administration / Front Office Executive / Secretary to Proprietor.
Duration : May 2003 – July 2007

PERSONAL CONTRIBUTIONS:

- Facilitate the cultural identity policy and ensure high standard of business.
- Implement effectively all company policy and procedure.
- Carry out other duties as requested by the companies to ensure successful performance.

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TECHNICAL KNOWLEDGE:

- Knowledge of Office Automation (Word, Excel, PowerPoint, Etc.) Focus, CRM, Asana, ERP, Orbit, ZOHO
- Passed Tally Course From Sterling Institute (Govt Recog.)

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|-----------------------------|---------------------------|------------------------|
| * Positive Minded | * Can Handle Stress | * Goal Oriented |
| * Good Communication Skills | * Team Builder | * Initiator |
| * Problem Solving Approach | * Strategic Planner | * Achieve Quality Work |
| * Ways to Motivate Others | * Process Implementations | * Quick Grasp |
| * Open To New Methods | | |

PERSONAL INFORMATION:

Passport Number:	T9216928	Nationality:	Indian
Place of Issue:	Dubai	Gender:	Female
Passport Expiry:	9-12-2029	Birth Date:	3 rd . January, 1982
Visa Type:	Husband Visa	Marital Status:	Married
Driving License:	Under process (Road Test pending)	Religion:	Christian

Languages known to –

Speak, Write & Read: English, Hindi, and Marathi.

Speak & Understand : Gujarati, Sindhi

Understand : Malayalam, Punjabi

Hobbies: Listening Music, Reading & Travelling.

EDUCATIONAL BACKGROUND:

Post Degree:	Bachelor Degree of Education (2015) SNDT University, Mumbai, India.
College Degree:	Bachelor Degree in Commerce (2003) Mumbai University, India.
Professional Degree:	Montessori Course (Year – 2003) Little Angles Institute (Govt. Aided) Mumbai, India.

I Hereby Declare, That All The Information Furnished Above Is True To The Best Of My Knowledge.

SHERLY ROBIN THADATHIL

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