

# SHERLY ROBIN THADATHIL

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Mobile: +971 - 581226814 / 502240362 (Dubai - UAE)  
Email: sherly.robin312@gmail.com

## **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.

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## 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(parcel)
- ✓ Handling hotel bookings, visa documentations
- ✓ Coordinating and administrating 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:

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

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

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

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