

ALNA VARGHESE

(Admin Assistant)

CAREER OBJECTIVE:

To pursue a challenging career where in my experience and Knowledge can be optimally exploit for the betterment of the Organization Goals and thereby professional and Personal growth.

EMPLOYMENT HISTORY:

1. ETERNITY PETROLEUM CONSTRUCTION L.L.C.

ABU DHABI (MAY 2016 TO JUNE 2018)

DESIGNATION: ADMIN ASSISTANT

DUTIES & RESPONSIBILITIES

- Recruitment, Employee On-Boarding and Orientation.
- Managing annual/Emergency leave of employees.
- Schedule training for employees.
- Issue Offer letters / Employment contracts / Service agreements/ Corresponding Letters (NOC / Termination /Amendments etc) for the direct hire candidates.
- Coordinate with Benefits Providers (medical and life insurance) to enroll / exclude employees, and assist employees with their claims/ queries.
- Provide administrative and clerical support to departments or individuals.
- Respond to department telephones regarding employee verifications and employee recruitment.
- Office Administration.
- Issuing NOC and Letters (Experience Certificates, Salary Certificate)
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Planning and Scheduling.
- Order office supplies.
- Documentation.
- File papers and documents.
- Sort and distribute incoming mail to areas and staff within the organization and dispatch outgoing mail.
- Write business letters, reports or office memos using word Processing.



PERSONAL INFORMATION

Phone:

+971 565612432,
+971 543140929

Email:

alna88vt@gmail.com

Personal Skills:

- Courageous
- Team spirited
- Leadership skill
- Straight forward
- Work in group
- Good analyzing skills and listening skill.
- Good communication skill.

Languages known:

- English
- Hindi
- Tamil
- Malayalam

2. BADER AL MULLA ENGINEERING CO W.L.L

KUWAIT (JUNE 2014 to OCTOBER 2015)

DESIGNATION: ADMIN ASSISTANT, SECRETARY

DUTIES& RESPONSIBILITIES

- Answer phone calls and redirect them when necessary
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Prepare and disseminate correspondence, memos and forms.
- File and update contact information of employees, customers, suppliers and external partners.
- Support and facilitate the completion of regular reports.
- Develop and maintain a filing system.
- Check frequently the levels of office supplies and place appropriate orders.
- Performs other general clerical and secretarial duties as requested, which may include recordkeeping, managing petty cash, maintaining office supplies and coordinating equipment maintenance, and handling packages and correspondence.
- Performs other related duties as assigned.

3. SINDSYS SOLUTIONS IN.NET,

KERALA, INDIA (NOV 2012 to MARCH 2013)

DESIGNATION: TRAINEE

EDUCATION AND TRAINING:

- MASTER DEGREE in COMPUTER APPLICATIONS
From M.G University, Kerala, India (2009 to 2012)
- BACHELOR OF COMPUTER APPLICATIONS
From Bharathiar University, Coimbatore, Tamil Nadu, India
(2006 to 2009)

DECLARATION:

I hereby declare that the above furnished information's are true and appropriate to the best of my knowledge.

ALNA VARGHESE

Personal Information

FATHER'S NAME: Varghese Thomas

DOB: 21.07.1988

NATIONALITY: Indian

REIGION: Christian

VISA STATUS: Visit Visa

GENDER: Female

MARITAL STATUS: Married

SPOUSE NAME: Robin P Varghese

PASSPORT NO: U6865500

DATE OF EXPIRY: 08 October 2030