



## **ALNA VARGHESE**

Email ID: [alna88vt@gmail.com](mailto:alna88vt@gmail.com)

Mob: +971- 543140929, +971 - 565612432, +91 - 6238163907

### Objective:-

To pursue a challenging career where in my experience and knowledge can be optimally exploit for the betterment of the Organisation Goals and thereby professional and personal growth.

### Experience:-



***ETERNITY PETROLEUM CONSTRUCTION LLC, ABU DHABI ( MAY 2016 TO JUNE 2018)***

**DESIGNATION : ADMINISTRATOR**

#### 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 enrol / 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 (DL NOC etc.) and Letters (STL, Experience Certificates). ☐ Assist in the preparation of regularly scheduled reports.
- ☐ Develop and maintain a filing system.
- ☐ Order office supplies.

- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analysing data, and identifying solutions.
- Employment Outlook and Salary Information. □
- Planning and Scheduling.
- Documentation.
- 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 programmers
- Operate a range of office machines such as photocopiers, computers and faxes
- File papers and documents.
- Undertake other duties such as banking, credit control or payroll functions.

 **BADER AL MULLA ENGINEERING CO W.L.L, KUWAIT (JUNE 2014 to OCTOBER 2015)**

**DESIGNATION: ADMIN ASSISTANT**

DUTIES & RESPONSIBILITIES:-

- Managing annual/Emergency leave of employees
- Schedule training for employees.
- Provide administrative and clerical support to departments or individuals.
- Respond to department telephones regarding employee verifications and employee recruitment.
- Office Administration.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analysing data, and identifying solutions.
- Employment Outlook and Salary Information.
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- Documentation.
- 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 programmers
- File papers and documents.

 **SINDSYS SOLUTIONS IN.NET, KERALA, INDIA (NOV 2012 to MARCH 2013)**

**DESIGNATION: MANAGEMENT TRAINEE**

**Education and Training:-**

- ☐ **MASTER DEGREE** in COMPUTER APPLICATIONS From M.G University, Kerala, India (2010 to 2013)
- ☐ **Bachelor of Computer Applications** From Bharathiar University, Coimbatore, Tamil Nadu, India (2006 to 2009)

**IT Exposure:-**

- ☐ MS OFFICE
- ☐ MS EXCEL
- ☐ MS POWER POINT
- ☐ SAP
- ☐ ERP

**Languages known:-**

- ☐ ENGLISH
- ☐ HINDI
- ☐ MALAYALAM
- ☐ TAMIL

**Personal Skills:-**

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

**Projects Done:-**

- ☐ "Emotion Detector and Stress Inducer "
- ☐ "Hostel management".
- ☐ "Inventory management system".

**Personal Information:-**

FATHER'S NAME	: Varghese Thomas
DOB	: 21.07.1988
NATIONALITY	: Indian
REIGION/CASTE	: Christian / Orthodox
VISA STATUS	: Visit Visa
GENDER	: Female

MARITAL STATUS : Married.  
SPOUSE NAME : Robin P Varghese  
PASSPORT NO : U 6865500  
DATE OF EXPIRY : 08 October 2030  
MOB NO: : +971- 543140929 , +971 - 565612432

Declaration

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

ALNA VARGHESE