



ALNA VARGHESE

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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 & RESPONSIBILITES:-

- 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 & RESPONSIBILITES:-

- 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.
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- 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