

Nancy Nithya Preetha W. J

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Career Objectives

Seeking a challenging assignment in the Administration, Document controller, Operations or Secretarial functions with a growing professional organization where I can apply my knowledge and skills to the best of my abilities and contribute to the growth of the organisation and my own professional development.

Qualifications & Professional Courses

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| ○ Bachelor of Commerce | 2009-12, Bangalore University. |
| ○ Computer Education | 2001-02, St. Joseph's College, Bangalore |
| ○ Diploma in Secretarial Practices | 2001-02, St. Joseph's Commerce College, Bangalore. |
| ○ Customer Sensitivity & Interface Skills | 2004-Feb, Spice Telecom, Bangalore |
| ○ Certified Marine Administrator Course | 2015-May, Aries International Maritime Research Institute (AIMRI). |
| ○ Certified in First Aid & Fire Warden Training. | 2017-Sept. |

Professional Skills & Competencies

- An effective communicator and people's person with excellent inter-personal relationship and leadership skills and very approachable.
- Ability to work independently as well as part of a team and create and maintain a positive work environment.
- Well-organized and have excellent time management skills.
- Effective business communications skills with accuracy and attention to details.
- In-depth understanding Office systems and procedures and handling of administrative and support services to ensure smooth operations of the organisation.
- **Passionate and well-versed in handling customer-specific facilities management tasks, including service requests, space management, preventive and corrective maintenance, inventory, inspections and facility condition assessments for both soft services and MEP.**

- Pro-active, jiffy learner and a swift worker. Good in convincing People.
- Well-versed with MS Office Skills; VLOOKUP & Count If -Microsoft Excel.
- Worked on software's like **Oracle/Citrix/Service Insight tool/Sage Line 100/ Primavera Unifier** & many more.

Work Experience

Document Controller cum Administrator Arcadis Design & Consultancy Company, Dubai, UAE	Sep 2016 – Feb 2022
Marine Secretary cum Administrator Projects Link Contracting LLC, Dubai, UAE	Oct 2013 – Sep 2015
Sr. Executive - Facilities Administrator Cisco Systems, Bangalore, India	Aug 2009 – Dec 2012
Sr. Executive in HR Helpline (HR Back-end) Accenture Services Pvt. Ltd., Bangalore, India	Mar 2006 – Aug 2009
Executive - Collection & Retention Dept. Hutch Mobile Service, Bangalore, India	Dec 2004 – Mar 2006
Administrator cum Secretary CC Club & Resorts Pvt. Ltd., Bangalore, India	Feb 2000 – Nov 2004

Job Profile

Document Controller & Administrator (Arcadis Design & Consultancy, Dubai, UAE)

- Having a Versatile electronic Document Controller / Software Administrator with added experience in manual document management systems. In an construction field my particular experience includes: uploading and downloading using FTP software and notifying the Team Leaders, in charge of addendum issues, Providing administrative and document control and secretarial support to top executives within engineering / construction industry; Ensures all drawing submittals such as NCR's, RFI's, MRP, MOM, General Submittals, and Inspection Requests, HSE submittals, method statements, material approvals, as built, test reports and many more technical and transmittal registers are in order and updated.

Marine Secretary cum Administrator (Projects link, Dubai Waterfront & Jumeriah, UAE)

- Filing up all the Marine Related Documents such as Vessel Certificates/Correspondences on Daily Basis.

- Organizing Meeting with the clients, circulating the MOM and following it up until completion of the jobs/tasks assigned to the individuals.
- Raising MRF & following them until the delivery of the requested item.
- Tracking/Maintaining the Vessel Movement Log.
- Handling Petty Cash Claims for all the Director and Manager level & submitting the same to the Finance Dept.
- Preparing of Attendance for the all the Staffs & Labors.
- Preparing of Gate passes to all the 3rd party.
- Hotel Bookings for the Clients/New Joiners.
- And all other general Secretarial & Admin jobs to the Marine Director & Staffs.

Event Management (Inspire Group, Ajman, UAE)

- Organizing for the Casting & briefing for the Models with the clients.
- Booking of Hostesses and Promoters for the Events and Promotions.
- Coordinating with the Models& Promoter for issuance of Cards.
- Preparing Contractual agreements for the Hostesses and Promoters.
- Online Marketing – Visit Websites & Follow-up online.
- Coordinating with the client, Models, Promoters to ensure smooth completion of the events.

Administration Executive & Secretarial

(AON Hewitt, CC Club & Resorts, &Multi Communication Systems, Bangalore)

- Handling front office involving all incoming and outgoing correspondences, drafting of letters, Filing, follow-up with the customers, taking down dictations and minutes of the meetings.
- Organize travel and Hotel arrangements for the management and for the guests.
- Managing the Conference Room schedules and organize meetings and other events.
- Maintaining Petty Cash, Cash Vouchers and Bank Statements and submit detailed monthly report of the expenditures to the management.
- Handling travel expenses claims of the staff for approvals and submission to the Finance section.

Facilities Administration (Cisco Systems, Bangalore)

- Handling both local and international communication through email and phones.
- Handling Client's facility related queries & complaints both for House-Keeping and Maintenance, providing immediate solutions by promptly raising a request/complaint on the Citrix Software.
- Preparing staff Shift Roasters and daily report for the Shift In-Charge.

HR Administration (Accenture, Bangalore)

As a key point of contact for all the employees for:

- Issuance of Employment Letters; Proof of employment for the employees.

- Uploading the potential candidate's CVs for recruitment and referrals,
- Providing information for the appropriate Charge codes to the employees and updating their level mapping and procedures for claiming their Medical & LTA.
- Updating employee's eligibility criteria for the leave and availability of leave balance.
- Providing information and updating employees on HR Rep's & Career counselors.
- Generating Weekly, Monthly reports and submitting them in accordance with the SLA's.

Collection (Hutch Mobile Services, Bangalore)

- Handling of Corporate connections both (Company Paid & Self paid) from Level A to D i.e. SM, MGR, AM & TL for all the MNC Company's by interacting and convincing and have a continues follow up till the payments are made from the end-users & dealing with the Platinum& Gold customers as well.
- Any discrepancy, rework of bills or any network issues, where the payments are delayed from the client, was authorized to give them the waiver too.
- Delivery of Bills via soft copy and as well the hard copy to their desired requested Addresses.
- Door Step Payment Pickups for FOC.

Personal Details

Born: 3rd July 1982
 Nationality: Indian
 Marital status: Married
 Languages Proficiency: English, Hindi, Kannada, Telugu, Malayalam, Konkani (Basic), & Tamil.
 Hobbies: Music and Gardening.
 Extra-curricular Activities: Active member in the church –Participates and as volunteer in the Church Activities and Ushering.
 Visa status: Visit Visa (Valid until 28th September '22)
 References: Can provide upon request.

Date:
 Signature: