

Kiran Acharya

HR & Administrative Officer



Contact

Al Barsha, Dubai, UAE

(971) 55-676-3862

kiransacharya@gmail.com

www.linkedin.com/in/acharyakiran

Key Skills

Integrity
Planning
Time Management
Resourceful & Flexible
Organized, diligent, and tenacious
Facility Management
Communication
Compliance

IT Skills

Sound Computing Knowledge
Microsoft Office
ERP 9 / SAP
Technical Knowledge

Languages

English
Hindi
Marathi

Education

B.COM-2006

Deogiri College, Aurangabad

HSC-2003

Deogiri College, Aurangabad

SSC-1997

Lokseva High School, Solapur

Profile

A Seasoned Administrative Officer with 10+ Years' Experience with a track record of successfully managing multiple locations simultaneously. Proven ability to plan multitasking in an efficient and resourceful manner with high level of Integrity and accuracy.

Experience

April 2019 - Present

HR & Administrative Officer • SMET LLC • Dubai / Abu Dhabi

Strengthened office operations by managing a workplace with 20 employees, while coordinating an extensive events calendar.

HR Operations

Executed HR activities, including screening out capable talents, planned their formal orientation processing, employee's legal documents e.g., Visa Issuance, Labour Contract, Emirates ID renewal and Medical Insurance. Attendance, Leave Records, Medical Expenses Reimbursement, Transportation roaster, Responsible for salary comparison, negotiation, and employee's exit etc.

Office Operations

Streamlined the operations such as Trade Licenses renewal, Tenancy Contract, Ejari, Telephone Contract renewal, MOHRE Works, renewal of Medical Insurance, Vehicle Insurance, Vehicles Registration, Workmen and Public Liability, Property all Risk Insurances, ICV, ISO Certification, Desktop, Printers and Server maintenance, Vehicles Maintenance, Vendor registration, evaluation, Handle landlord tenant issues, including leasing, eviction, and dispute resolution. Stationery supply, Office maintenance, Labour supply, Events co-ordination, Travel Arrangements, Organizing Party, Emailing, Scanning, Draft, Filling papers, daily needs for staff etc.

Sept. 2012 - Nov 2018

Admin Clerk • THE MAIDC Ltd • Pune, India

Worked in a bigger-sized Govt. organization and Provided full range of services, include all admin clerical operations.

Admin Operations

Maintained Office Machinery, including photocopiers, scanners, telephone and voicemail systems and computers.

Maintained updated systems for filling inventory, office stock, mailing and database.

Handled Incoming and Outgoing office correspondence.

Type, format, proofread and edit documents from notes or dictations.

Prepared meetings agendas attend meetings to take notes or dictation.

Prepared Bills, Invoices, checks and contracts, Made travel arrangements for personnel.

Responsible for processing quotations, invoicing, general office duties.

Processed customer account request, such as printing / mailing, encrypted emailing faxing customers contract / lease agreement, payment history.

Updated, processed, and filled of all documents.

Sept. 2008 - April 2010

Customer Service Executive • ZenSar Technologies Ltd, Pune

Ensured adherence to safety protocols by enforcing proper and equipment usage.

Obtained customer's names, address, billing information, product numbers & specifications of purchased items.

Prepared Invoices, shipped documents and contracts

Checked Inventory records to determine availability of requested merchandise.

Awards

Have received the client's appreciation for the highest productivity for processing invoices at ZenSar Technologies.
