



MEENA SS

SENIOR OFFICE ADMINISTRATOR

CONTACT

+971 50 5456167

seemu42@hotmail.com

Al Nahda 1, Dubai-U.A.E.

<https://www.linkedin.com/in/mee-na-ss-b788a0201/>

PROFILE

Highly Organized, focused and results-driven Office Administrator with 17 years of UAE experience & with core competencies in customer service, coordination and administration

PROFESSIONAL OBJECTIVE

A motivated administrative professional seeking a position in a challenging environment. Proficient in a range of computer application, good communication and customer service skills

EXPERTISE

MS OFFICE SUITE

TALLY ERP 9

ADOBE SUITE

SAGE ONE ACCOUNTING

SECRETARIAL DUTIES

COREL DRAW

WORK EXPERIENCE

SENIOR OFFICE ADMINISTRATOR & HR ASSISTANT

Marvel Advertising LLC Dubai - UAE

December 2011 – 15 Jan 2021

- Provided administrative support to Managing Director overseeing a team of 20 full time employees
- Coordinated with all departments to assist in identifying their staff needs and processed employment application.
- Maintained an excellent office filing system and updated office administration processes and procedures on daily basis.
- Corresponded with clients regarding complaints or follow ups and coordinated with departments concerned in a timely manner
- Reviewed purchase orders, monitored delivery status and provided customers updates on their orders. Monitored inventory of office supplies and facilitated purchase of new stock.
- Preparing and issuing employment contracts to new employees.
- Compiling employee payroll through WPS / time sheets / gratuity / end of service benefits.
- Handling Account Receivables / Account Payable / Bank Reconciliation & Petty cash
- Ensured that all employee records are accurate and well maintained. Updating both manual and electronic personnel records.
- Participated in the interview process, functions and assisted in coordinating the schedule of interviews with department /section heads.

EXECUTIVE SECRETARY

Marvel Advertising LLC Dubai - UAE

March 2003 – December 2011

- Maintained a well-organized filing system of all documents. Scheduled Meetings & Appointments and managed travel itineraries.
- Prepare quotations & invoices and all office related documents.
- Transmit information and documents using computer, mail and fax machine
- Provide office supplies and manage all the necessary materials needed.
- Prepares Cash Voucher and handles Petty Cash
- Operate telephone to answer, screen and forward calls.
- Designing works (corporate stationeries) English & Arabic Typesetting.
- Prioritizing all correspondences to ensure all urgent matters are attended.
- Book Keeping with Tally Software and Excel Spread sheets.
- Maintained Inventory Reports on regular basis.

SKILLS

- Negotiation
- Inventory Analysis
- Time management
- Vendor Management & Customer Relation
- Team Leadership
- Problem Resolution
- Networking, communication and presentation skills
- Accounts Receivables / Payables
- Payroll
- Proficiency in Application Software - MS Office, Tally ERP9

CERTIFICATION

HIGHER DIPLOMA IN
SOFTWARE ENGINEERING

PERSONAL DETAILS

Date of Birth

25th June 1978

Nationality

Indian

Gender

Female

Marital Status

Married

Linguistic Proficiency

English, Malayalam, Hindi,
Arabic (Read/Write)

Visa Status

Resident Visa (Spouse
Sponsored)

WORK EXPERIENCE CONTINUED

COURSE COUNSELOR

AL MUHAIRY COMPUTER & MANAGEMENT, Dubai – UAE

October 2002–March 2003

- Counseled & provided detail course information to students enabling them to make appropriate course selection.
- Diplomatically resolved student concerns & complaints.
- Trained students in MS-Office, HTML, Internet, Oracle with Developer 2000.
- Supervised student assignments / work materials & evaluated student performance.
- General office administration like attending calls, faxing, filing etc.

COMPUTER FACULTY

E-COM COMPUTER EDUCATION, KERALA, INDIA

April 2002–September 2002

- The job roofed conducting training programs in all the Microsoft Office applications, counseling, maintaining students report

EDUCATION

KANNUR UNIVERSITY, KERALA, INDIA

1997 - 2000

Bachelor of Science (Mathematics & Statistics)

NEW INDIAN MODEL SCHOOL, DUBAI, UAE

1994 - 1996

12th Grade

NEW INDIAN MODEL SCHOOL, DUBAI, UAE

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