



Prince Gandhi

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Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of efficiency. Highly organized and meticulous with experience in corporate office settings.

Bachelors in Business Administration / Mahatma Gandhi
Kashi Vidyapith University (July 2008 to August 2011)

Sr. Secondary - Commerce / NIOS
New Delhi – INDIA (July 2006 to April 2008)

Experience

2013 – TO DATE

Administration Officer/ Sunrise English Private School,
Abu Dhabi, UAE

Key Responsibilities

Management:

- Facilitates the efficient utilization of the Principal time through development and coordination of a complex calendar of appointments, meetings, social engagements, and school functions with individuals and groups
 - Promotes a positive image of the School by greeting and receiving visitors, responding to inquiries from diverse stakeholders both within and outside of the school, referring inquiries or problems to the appropriate office or person, resolving problems, and following up.
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- Safeguards the confidentiality of the Principal and the school by exercising discretion in communicating information to teachers, students and staff.
- Keeping a track of renewal dates of Trade Licenses, Establishment Card, Import Code, Civil Defense. Informing the Principal about the lined up renewals in advance and ensuring that the updated records are received for Principals office from the respective departments at least 15 days before due date of renewal.
- Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate contact for outgoing communications
- Facilitates official travel for the Principal and official visitors by making travel arrangements and preparing associated approval forms and expense reports.
- Maintain open lines of communications with existing parents and ensure that their feedback including concerns, complaints and compliments are handled effectively and passed to the relevant member or staff, efficiently and in a timely manner.
- Resolve, or escalate through the correct channels, non-academic school issues that parents or parents groups may raise.
- Maintain hard-copy and electronic confidential files and records and document management/retrieval systems. Establish a monitoring and status-of-work reporting system regarding ongoing office projects
- Customize and/or compose letters on own initiative or in response to school matters to be sent on behalf of the Principal. Prepares correspondence for distribution or approval
- Ensure that the Principal and relevant staff are regularly informed of problems or matters of significance
- Manages emergencies brought to their attention, deciding on the best course of action and either dealing with the situation if appropriate or referring it to the principal.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform the functions of the position.
- Maintain the front desk and reception area in a neat and organized fashion.

Team Support and Special Projects and Events:

- Assists with Principal oversight by reviewing, monitoring, and approving School personnel forms, following up, and reviewing correspondence and documents prepared by other offices for the Principal.
- Management of various special projects with minimal supervision; planning, organizing, coordinating and execution, on behalf of the Principal – including serving as an event coordinator for various functions of the Principal's office.
- Assist Preparing Daily, Monthly and Weekly Safety Statistics report for all projects and responsible for all projects overall safety management system & policy implement on site
- Taking care of remedial measures at work site and advising management on site safety rules and regulations. Conducting Daily, Weekly, Monthly Safety Meeting.
- Conducting Daily Safety Inspection on site.

- Conducting Daily Tool Box Meeting and Safety briefing. Conducting Risk Assessment Training. Periodically Inspecting Electrical Hand Tools, Centralized Gas, firefighting Equipment's as per the manufacturer recommendations & local regulations
- Controlling manpower & supervising the overall work for all Projects by scheduling overtime, Work chart allocations. Preparing daily and monthly time sheet for all staffs. Scheduling transport schedule for allocations. Inspection of transport vehicles caring hazardous materials.
- Purchasing all kind of Safety Materials, Tools and Personnel protective Equipment's. Coordinate with the Accounts department, supplier and order the material.
- Facilitates the success of events hosted by the Principal by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events.
- Serve as representative with internal stakeholders, to represent the Principal in a professional manner.
- Proofread documents for accuracy and completeness. Perform other general word processing and copy editing duties
- Serve as point of contact on behalf of and in response to requirements specific to the Principal, both internally and externally
- Attending operations, project, and program-related meetings with the Principal (planning meetings, Committees meetings), to capture information and assure thorough follow up.

Environment and Culture

- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional relationships with colleagues, attending professional development seminars, and attending training and/or courses as required by the Principal.
- Contributes to the overall success of the University by performing other essential duties and responsibilities as assigned

2012 - 2013

Sales Coordinator / City Star Hotel, New Delhi - INDIA

Responding & follow up's to enquiries, preparing offers and brochures, facilitating & organizing show around of our facilities to clients. Assisting Director of sales, coordinating internal sales meetings. Compiling and distribution of weekly sales information/overview to respective staff.

2011 – 2012

Guest Relations Assistant / Habitat World at India Habitat Centre, New Delhi - INDIA

Welcoming guests and escorting to their respective rooms along with orientation of the hotel & facilities. Responding to guest's queries and offering assistance as required. Providing directions to Local attractions, car rentals, Air ticketing & shuttle services. VIP Guest arrangements.

Strengths

- Motivated, Efficient & Detail Oriented
- Excellent knowledge of MS Office
- Strong background of communication
- Punctual & confident professional
- Team player & always open to new ideas
- Strong analytical & problem solving abilities
- Pleasant mannerism
- Self-learner & proactive

Personal Information

Date of Birth : 23rd August 1990

Nationality : INDIAN

Marital Status : Single

Visa Status : Residence

Driving License : UAE driving license

Hobbies : Photography, Social Networking, Travelling & Music

I would really welcome & appreciate an opportunity to participate in a personal interview to answer any of your questions & present my skills and experience in detail.

References: Available upon request.