

DHARA KOTHARI



E-Mail: kotharidhara20@gmail.com, Mob: +971 564037892 / 547229252

Looking for career enrichment opportunities for growth and vision to achieve results in competitive environment

- An effective communicator with great Interpersonal skills, which is quite helpful in relating to people at any level of business.
- Hands on experience in managing staff, develop and communicate with other departments, & to ensure set goals are met.

CAREER HISTROY

- ❖ Currently working as a **"ADMIN COORDINATOR"** with Phoenix Capital Document Clearing Services (Abu Dhabi) from March-2019.
- ❖ Worked as an **"ASSISTANT ACCOUNTANT"** with Sun Power Gen & System Services LLC (Abu Dhabi) From Jan 2018 to Oct 2018.
- ❖ Worked as a **"FRONT DESK & ADMIN ASSISTANT"** with Haris Al Afaq LLC (Dubai) From Aug 2017 to Dec 2017.
- ❖ Worked as an **"ADMINISTRATOR"** with TRANSMEDIA (Mumbai-India) From Dec 2013 to Jan 2017.
- ❖ Worked as an **"ADMINISTRATOR"** with "Total Tools & Equipment's Pvt Ltd", (Mumbai-India) From June 2010 to Nov 2013.
- ❖ Worked as an **"ADMINISTRATOR"** with "United Marketing (p) Ltd" (Mumbai - India) from July 2009 to June 2010.

JOB PROFILE: ASSISTANT ACCOUNTANT

- Handling Petty Cash & other daily expenses.
- Follow up for Payment with Customers thru Phone & Email.
- Preparing Reconciliation and Payment for Vendors.
- Receiving payments from Customers and accounting for it.
- Coordination between Sales Team and Customers for Invoicing and Deliveries.
- Generating Collection and Sales Reports for management.

JOB PROFILE: ADMINISTRATOR

- Coordinate and organize travel for business purposes.
- Identify opportunity with travel vendors for lower prices to ensure a luxury travel at an economic price by reviewing quotation for international travel.
- Liaison with travel agents for all document requirement thus making it convenient for the person travelling.
- Visa processing for new joiner candidates in communication with travel agencies.
- Payments for Dewa Electricity Bills / Mobile Bills / EPPCO Bill.
- Insurance processing for vehicles & their Mulkiya.
- Maintaining inventory for Stationaries.
- Making online payment of traffic fines & Salik.
- Maintaining leave application, leave records and original passports of the staff.
- Drafting official letters for the management and keeping records for the same.

STRENGTH

- Excellent Interpersonal skills and able to communicate effectively.
- Focused on Results and Goals orientated.
- Professional, intuitive and analytical in approach to issues and projects.
- Able to run own desk without being micro managed.
- Quick and efficient.

ACADEMIC QUALIFICATIONS

- ❖ Bachelor of Arts in the year 2009-2010
- ❖ Higher Secondary School in the year 2006-2007
- ❖ Secondary School in the year 2004-2005.

COMPUTER PROFICIENCY

- Operating System – Windows 95/98, Windows XP, Windows 7, Windows 10, Outlook.
- Application Packages – Ms Office, Tally ERP 9.0, Orion

PERSONAL DETAILS

Date of Birth	:	20 th June 1989
Languages Known	:	English, Hindi & Gujarati
Email ID	:	kotharidhara20@gmail.com
Marital Status	:	Married
Hobbies	:	Listening Music, Dancing and Travelling

PASSPORT DETAILS

Passport No.	:	K9258524
Date of Issue	:	19 th Feb 2013
Date of Expiry	:	18 th Feb 2023
Place of Issue	:	Mumbai
Visa Type	:	Spouse Visa
Notice Period	:	1 month