



## Trishna Uttamchandani

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### PROFESSIONAL SUMMARY

Over 5 years of extensive Executive, Administrative & Accounting experience in diverse industries across UAE and India. Proven ability to improve operations, and reduce cost through internal control. An astute professional with strong work ethics having excellent persuasive communication and analytical skills and willing to act as a primary focal point. A multifaceted personality passionate about controls and compliance with business process excellence. An effective communicator with relationship building & interpersonal skills.

### SKILLS

- Administrative writing
- Conference planning
- MS Office Suite knowledge
- Advance clerical knowledge
- Excellent Planner and Coordinator
- Strong communication & interpersonal skills
- Resourceful
- Proofreading
- Filing and archiving
- Pleasant demeanor
- Self-directed
- Dedicated team player

### WORK HISTORY

**HR Coordinator (Administrative) – September 2020 to Present (Limited term Contract)  
Dun & Bradstreet South Asia Middle East (DBSAME).**

#### **Highlights:**

- Collecting and Compiling Pre – Joining and Post – Joining documents and details from shortlisted candidates.
- Running reference checks for the shortlisted candidates.
- Rigorous follow ups towards collection of necessary documents from the candidates and referees.
- Filing and Archiving documents as soft and hard copies.
- Creating and updating Employee ID on the customized HRMS portal and generating reports as and when required.
- Drafting necessary correspondences and HR related Letters (Appointment Letters, Probation extension letters, Work Experience certificates etc.)
- Coordinating between employee and the PRO towards issuance of Work Permit.
- Initial screening and scheduling HR interviews.
- Compiling data (via Excel, PowerPoint or Word) and assisting the HR Manager with any adhoc requirements.

### **Admin, Marketing and Sales (Fixed Contract) – October 2019 to April 2020**

#### **DNV GL AS - Dubai Branch (Energy Advisory).**

##### **Highlights:**

- Document Compiling and Vendor Registrations on Client Portal.
- Assisting Managers and Consultants in preparing Proposal.
- Compiling data and assisting the Managers with preparation of Market Study Power Point Presentations.
- Screening client portals for new Request for Proposals, circulating them to the consultants and following up on the preparation and submissions.
- Drafting correspondence on behalf of the Managers and consultants.
- Proofreading Proposals, formatting and updating the document as per client's requirement, final review before the submission.
- Arranging for the submission of proposals, via courier, email or online upload.
- Follow with PRO towards renewal of Company legal documents.
- Assisting the Managers and Consultant with Visa procedure and Travel bookings for client site visits.
- Scheduling internal and external meetings, Calendar booking for Senior Managers.

### **Executive Assistant, Managing Director – March 2018 to January 2019**

#### **Johari Digital Healthcare LTD, Jodhpur. India.**

##### **Highlights:**

- Managed administrative functions for the directors, consultants and key managers.
- Developed and maintained an internal client filing system.
- Coordinated the Human Resources department in hiring process and annual employee review process.
- Management and coordination responsibility with the HR and admin department for internal and external meetings, dealer visitations, company special events and other employee morale functions.
- Arrangements towards lodging and boarding for the MD and family.
- Coordinated with and assisted the concerned departments during regulatory and client audits. (FDA, ISO)
- Drafting correspondence on behalf of the Managing and Executive Director.
- Preparing and managing personal and confidential information and documents of the MD and ED.
- Being privy to sensitive information with integrity and diplomacy.

**Administrator & Office Manager – Feb 2016 to March 2018**  
**Sarkars Interior Decoration LLC, Dubai. United Arab Emirates.**

**Highlights:**

- Maintaining Project related Essential Documentation.
- Filing and maintaining personal and legal documents of the MD and the Company.
- Travel Itinerary arrangements, Calendar maintenance and arranging Meeting Schedules for the MD and the Operations Manager.
- Arranging Competitive Quotations from the Market, assisting the MD in finalizing and preparing PO's to confirm the order.
- Preparation of Project related Presentations and Mood Boards for Client briefing.
- Partaking with HR responsibilities and coordination with PRO.
- Follow ups with Engineers, Site Supervisors and Subcontractors towards the Project status and updating the MD with the status report.
- Responding for customer's inquiries and complaints in adequate manner.
- Protect the organization value and carefully handling confidential information.

**Assistant Accountant – May 2013 to May 2015**  
**Almaya Group, Dubai. United Arab Emirates**

**Highlights:**

- Maintaining Multi Currency Books of Accounts in ERP package for the Group Companies.
- Generating monthly Profit and Loss Statements and Balance Sheets for the Group Companies.
- Assisting in preparation of Monthly Investment Reports.
- Bank Account Reconciliation.
- Preparation of Bank Letters for Fund Transfers, Deposit Placement / Maturity etc.
- Maintaining and Filing Fixed Deposit, Bonds, Properties and Other Investments related Documents.

**EDUCATION**

Bachelor of Commerce	Jai Narayan Vyas University, Rajasthan. India.
Post Graduate Diploma in Business Administration	Symbiosis University, Pune. India.

**PERSONAL INFORMATION**

Birth date	Nov 29, 1991
Visa Status	Husband Sponsorship
Nationality	India
Languages	English & Hindi