

# Greeshma B Nair

Systematic Administrative Assistant with over 3 years of experience in fast paced office settings. Hard working team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

## Education

- GED Kannur University, India, May 2013  
**Fashion and Apparel Designing Technology**

## Career Profile

### ● Administrative Assistant

#### ➔ **Bespoke Gifts Trading LLC, Dubai/Sept-2019-Current**

- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Created PowerPoint presentations for business development purposes.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Developed and updated Spread Sheets and Data Bases to track, analyze and report on performance and sales data.
- Composed internal memos and external correspondence for senior management and reviewed all documentations to eliminate errors.
- Manage and expense report for team members.
- Schedule and Co-ordinate meetings, appointments and travel arrangements for supervisors and managers.

### ● Vendor Merchandiser/Co.Ordinator

#### ➔ **Raagam Exports, India/July 2014-August 2015**

- Worked for the fashion brand "Desigual".
- Production planning, order sheet preparation and purchasing of the accessories.
- Co-ordinated with the buyers and collecting the approvals.
- Updating daily production report to the senior management.
- Random quality check-ups and giving approvals for the QC team.
- Ensure the quality and timely delivery of the goods.

### ● Quality Controller

#### ➔ **Piper International, India/June 2013-May 2014**

- Provided regular updates to team leadership on quality metrics, communicating consistency problems or production deficiencies with quality and production leadership.
- Inspected, verified and documented quantifiable characteristics of finished goods, comparing against customer specifications and company quality standards to achieve acceptable product.
- Performed standard inspection of first article, first pallet and random sampling inspection to customer standards.
- Kept inspection journals and daily summary logs as required.



## Contact

 greeshmaprajinkumar@gmail.com

 +971508948746  
+918129648898

 Dubai, UAE

## Languages

English - Proficient  
Hindi - Proficient  
Malayalam - Native

**IELTC SCORE : 6.5**

**CLB : 7**

## Additional Skills

Problem solving

Process optimization

SpreadSheet Management

Organizing Mail

Quality assurance

Documentation & Reporting

Handling pressure

Production Management  
and follow-up