

Suma Ramesh

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| Employment Visa | Married | English, Hindi, Telugu, Urdu & Tamil |

CORE SKILLS

- Ability to work in a team
- Strong Communication skills / Creativity and resourcefulness
- Can-do attitude: Zeal to learn and thrive & Open to new challenges
- Knowledge and Skills: Word, Excel and PowerPoint skills
- Analytical skills: Experience in handling a wide range of correspondence independently with strong organizational skills
- Strong typing skills
- Assessment of Students' abilities
- Time & Classroom Management

CAREER OBJECTIVE

To make the career in a reputed organization by fusing modern techniques and to play a productive role accomplishing the responsibility entrusted to me with utmost efficiency and effectiveness in an assuring and growth-oriented environment and a dynamic educator with a compassionate and sincere approach to imparting knowledge to children of all ages. Seeking to contribute a structured, yet creative learning environment in an elementary or middle school math classroom. Compatible with public and charter schools, an adaptable professional who strives to reach learners of all kinds.

PROFESSIONAL EXPERIENCE

Canny Traders LLC., Dubai

July 2019 – Present

Accounts & Administration

- Process bank deposits
- Reconcile financial statements
- Prepare, send and store invoices
- Identify and address emails.
- Report on the status of accounts payable and receivable
- Update internal accounting databases and spreadsheets.
- Administrative Support: Provide administrative support to the Group by handling queries & answering important calls and handle the difficult ones, petty cash expenses, completing paperwork and ad hoc requests, managing bookings, ordering supplies to ensure the continuous operation of the Group.

Standard Chartered Bank, DIFC, Dubai

Jan 2017 – July 2019

Executive Assistant / Business Support to the M.D., RH, PEF, Corporate Finance.

- Assist the Regional Head (RH) and the senior management as and when required.
- Maintain calendars – arrange, coordinate, and prioritize complex scheduling and logistics of the organization and managing the activities of the RH. Provide telephone coverage & respond to emails – answer executive phones, take accurate messages, handle urgent calls with appropriate judgement.
- Prepare internal and external corporate documents for team members and industry partners. Manage RH's office administration, sorting, organization.

- Coordinate with office personnel, clients, suppliers / contractors for any major activities or meetings with the RH/ SMT (Senior Management Team) send meeting confirmation emails; prepare and distribute meeting materials.
- Conduct extensive online and off-line research as requested. Compose and type agendas, minutes of meetings and correspondence for special events, board meetings, committee meetings and development activities. Oversee listing of events attended to be attended by the RH and people with BD duties.
- Responsible for handling all travel arrangements (domestic and international) including hotel accommodations, visas, (online & personal submission on behalf of the RH / SMT, airline reservations, rental cars, off-site meeting venues, itineraries, and agendas for all entities.
- Prepare expense reports for the RH & SMT. Maintain an organized filing system of paper and electronic documents.
- Standard duties: Maintain confidence of sensitive corporate and personal information of the RH. Provide project management assistance and support for the company operations. Provide assistance to the RH– eliminating inconveniences and distractions that can affect his productivity, efficiency and effectiveness.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the RH's ability to effectively lead the Unit. Monitoring and screening office maintenance and security. Ability to plan, organize and prioritize own work.
- Look into the legal obligations relating to contractual relationships with client and ensure that the obligations are met. Work in partnership with other management team members to ascertain and carry out needs of technical nature and precedence of the business.
- Maintains the work structure by updating job requirements and job descriptions for all positions including the Unit Head.
- Maintains historical human resource records by designing a filing and retrieval system, keeping past and current records for audit purpose.
- Strong interviewing, negotiation and follow up skills. Team handling, motivating and training them to get better results. Team player with excellent communication and interpersonal skills. Responsible for training and developing of contract staff.
- Key interfaces: Senior Management, Clients, Drivers, Office Personnel & 3rd party service providers.

Standard Chartered Bank, DIFC, Dubai

November 2007 – January 2017

Executive Assistant to the Global Head of PEF, Corporate Finance.

- Executive Support: Provide executive support and manage line manager's diary, appointments, telephone calls, visitors, and business travel with the required levels of confidentiality in line with the standards required to provide day to day support.
- Document Management: Handle and organize correspondence, key documents and records relating to the Group to ensure all are produced, managed and maintained in line with the required level of confidentiality and standards.
- Administrative Support: Provide administrative support to the Group by handling queries, petty cash expenses, completing paperwork and ad hoc requests, managing bookings, ordering supplies to ensure the continuous operation of the Group.
- Reporting: Collate information to produce presentations and reports as requested by the line manager in preparation for meetings.
- People Management: Manage self and team in line with SCB's people management policies, procedures, processes and practices to ensure adherence and to maximize own and employee contribution to business performance.

- Organize and supervise the activities and work of the team to ensure that targets and objectives are achieved, and the business plan is delivered in line with the required policies, processes, procedures and systems Policies, Processes, Systems and Procedures: Implement approved departmental policies, processes, and procedures, and ensure employee adherence so that work is carried out to the required standard while delivering the required standards of service to customers and stakeholders.
- Continuous Improvement: Manage and motivate the team to ensure they contribute to, and participate in, the identification and implementation of change initiatives, programs and projects in line with the bank's standards.
- Customer Service: Demonstrate Our Promise and apply the SCB Service Standards to deliver the bank's required levels of service in all internal and external customer interactions.

Shahid Jamil General Trading L.L.C

March 2007 – October 2007

Executive Secretary/ HR Assistant to the Chairman/General Manager.

- Reporting to the Chairman & General Manager.
- Check and reply to the emails & co-ordinate with the Branch office in Malaysia.
- Daily checking and reviewing of the Department's e-mails. Refer urgent E-mails to relevant staff for action or to the manager for his attention whilst on business trip.
- Handle telephone calls. Handling & applying for the visas. Organize meeting papers/discussion pack for meetings. Admin support for the Shahid Jamil team such as flight and hotel bookings and other travel arrangements etc.
- Assist with day-to-day operations of the HR functions and duties.
- Compile and update employee records (hard and soft copies)

Galana Petroleum Ltd., Dubai

January 2007 – January 2007

Executive Secretary to the Chairman/Vice-President

(Maternity Cover)

- Reporting to the Chairman, Vice-President, Managing Director & Director.
- Check and reply to the emails & co-ordinate with the office in Mauritius.
- Daily checking and reviewing of the Department's e-mails. Refer urgent E-mails to relevant staff for action or to the manager for his attention whilst on business trip.
- Handle telephone calls. Organize meeting papers/discussion pack for meetings.
- Admin support for the Galana team such as flight and hotel bookings and other travel arrangements etc. Maintain records of travel plan, and approved leave applications.
- Handling & applying for the visas.
- Preparation of Memos and letters to Head Office and to consultant.
- Preparing & maintaining various logs related to administrative & progress issues
- preparing monthly time sheets. Arranging for Office supplies like stationery etc.

International Media Services, Dubai

February 2006 – January 2007

Executive Secretary / Accounts Assistant to the Director / Media Planner.

- Preparing Media Plans / Schedules / Cost for Print, Outdoor, TV, Radio, Cinemas, Billboards for the clients – Nokia, Samsung, Panasonic etc.
- Co-ordinating between the Head Office in Iran and the Clients in Dubai for Booking Orders for different publications, TV, Radio Cinemas, Outdoor in Iran.
- Office administrating, handling and screening of telephone calls, filing, correspondence with different clients. Preparing Invoices, Debtors and Creditors list, Bank Reconciliation Statements, Outstanding Payments, Preparing Salary cheques for the staff, follow-up on outstanding payments from the clients & handling Petty Cash.

- Monitoring advertisements and sending the voucher copies to the clients and entering data into access. Assisting the Director in his day-to-day work and handling other travel arrangements.

Standard Chartered Bank, Head Office, Dubai

December 2005 – January 2006

Executive Assistant to the Regional Credit Officer-MESA (Emergency Cover)

- Set-up and maintain a comprehensive filing system for customer credit files and subject files. Maintain and update the tracking system for Limit Applications.
- Co-ordinate and maintain the Leave/Travel Planner for the MESA Credit team.
- Ensure that the department's credit files are well maintained / rationalized on a regular basis and all papers are correctly filed.
- Ensure that the archiving of files is regularly undertaken for the department and kept up to date.
- Maintain a filing system for the RCO & ACOs.
- Sort and distribute mail.
- Daily checking and reviewing of the Department Head's e-mail. Refer urgent Emails to relevant staff for action or to the manager for his attention whilst on business trip.
- Handle telephone calls.
- Organize meeting papers/discussion pack for meetings.
- Admin support for the manager/team such as flight and hotel bookings and other travel arrangements etc.
- Maintain records of travel plan, and approved leave applications.
- Maintain and update RCO's diary with respect to meetings, client visits, appointments etc.
- Maintain a record of Department's telephone bills.

Siva Sivani Public School, Hyderabad, India

January 2000 – October 2002

High School Teacher / Counsellor.

- Develop and deliver interactive lessons in accordance with school and state curriculum standards.
- Collaborated with core team teachers to design projects to incorporate learning throughout.
- Maintain student attendance records, grades, and other required records.
- Maintain open lines of communication with students to address any issues with material.
- Assess student progress and understanding of concepts before and after testing.
- Prepare students for standardized tests with study guides and practice exams.
- Provide extracurricular opportunities and extra help after school to ensure student success.
- Support teacher in delivering creative assignments and lessons in mathematics.
- Assist students one-on-one with understand of algebra concepts and problems.
- Provide organizational techniques to maintain a productive and positive classroom environment

EDUCATION

- Master of Commerce from Osmania University, India.
- Bachelor of Commerce from Osmania University, India.
- Higher Typewriting in English.
- Diploma in Computer Applications & Certificate in Computing from IGNOU.