

SREERAMA MENON**Contact:** +9715595xxxxx**E-Mail:** xxx@gmail.com

A result-oriented professional, aiming for assignments in **Office Administration / General Administration** with a leading organization of repute, preferably in Dubai / Ajman / Sharjah

PROFILE SUUMARY

- A competent professional with experience in **Office Administration**
- Proficient in handling the activities in coordination with the internal / external departments for smooth business operations
- Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients
- Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit
- Proven abilities in providing comprehensive support for executive-level staff including scheduling meetings and managing all essential tasks
- Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients
- An effective communicator with excellent interpersonal, analytical & relationship management skills

CORE COMPETENCIES

- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures
- Working closely with the departments to achieve a harmonious working environment and greater operational efficiency
- Directing the office correspondence, mail management & fixed assets management
- Monitoring/coordinating activities as appropriate and preparing internal reports for management
- Gathering / updating data to maintain departmental records & databases
- Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence

ORGANIZATIONAL EXPERIENCE**Since Nov'12****Al Jebeli, Sharjah, UAE as Office Administrator****Role:**

- Overseeing administration activities including office facilities, transport facilities, security services & telephones
- Establishing and maintaining files & records for the office
- Maintaining a healthy & learning environment ensuring creative & operational development of employees
- Coordinating with the clients to answer all the queries and ensure complete customer satisfaction
- Acting as a primary point of contact between client & the employer through proper communication

IT SKILLS

- Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications

ACADEMIC DETAILS

- Master of Applied Science in Medical Biochemistry MRG University with 70.8%
- B.Sc. in Biochemistry from Kerala University with 75%

PERSONAL DETAILS

Date of Birth:	11 th October, 1985
Nationality:	Indian
Marital Status:	Married
Languages Known:	English, Hindi, Malayalam & Tamil
Visa Status:	Husband Visa
Passport Details:	H 679xxxx (Issued at Cochin, Kerala, India. Valid up to 08/04/2020)