



CONTACTS



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Abu Dhabi ,UAE

PROFESSIONAL SKILLS

- WPS Processing
- UAE Labor Law
- ERP Systems
- Quick Books
- Microsoft Office Suite

AREAS OF EXPERTISE

- Financial Administration
- Office Management
- Document Filing
- Reception Duties
- Decision Making
- Raising credit notes
- Writing Correspondence
- Business Administration
- Meeting and event coordination
- HR support and employee onboarding

LANGUAGES

Malayalam	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>
English	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>
Hindi	<div style="width: 80%; height: 10px; background-color: #0070C0;"></div>
Tamil	<div style="width: 60%; height: 10px; background-color: #0070C0;"></div>

ARCHANA SURESH

Office Operations and Administration Professional

A multi-skilled, talented, and ambitious professional with a strong professional background who possesses self-discipline and the ability to work with the minimum of supervision with 10+ years of experience.

Looking for a new and challenging position, one that will make best use of my skills, experiences and further professional development.

EXPERIENCE

EXECUTIVE ASSISTANT & OFFICE ADMINISTRATOR

October 2024 – Till date

SULTAN AL SHEIKH INTERIORS– ABU DHABI, UAE

Responsible for all the HR & Administrative processes within the Office, as well as providing general support to enable the smooth and effective running of the office.

RESPONSIBILITIES HELD

- Acting as a point of contact for the Managing Director, fielding enquiries and redirecting as appropriate.
- Handled sensitive and urgent issues with discretion, maintaining with confidentiality.
- Monitored emails, filtering important messages to ensure prompt responses by the Managing Director.
- Assisted in the formulation of business strategies by providing administrative support during strategic meetings.
- Managed procurement of office supplies, negotiating with suppliers for cost-effective solutions.
- Reviewed and updated administrative policies, contributing to the continuous improvement of office procedures.
- Provided comprehensive support during board meetings, including minute-taking and action item tracking.
- Managed complex diary schedules for the Managing Director, coordinating seamless daily agendas.
- Liaised with staff, suppliers, and clients to foster positive relationships and streamline communication.
- Managed diaries and organised meetings and appointments for senior executives to optimise their schedules.
- Arranged international travel, visas, accommodation, and itineraries for executives to facilitate seamless business operations.
- Assisted associated departments with clerical and administrative support.
- Took messages from clients and relayed them to relevant staff promptly.
- Reviewed legal and medical records, documents and correspondence.
- Photocopied and printed documents on behalf of clerical support teams.
- Arranged supplies and spaces for staff meetings and trips.
- Sourced vendors for supply, office equipment and facilities maintenance needs.

SECURE DOMAIN INFORMATION TECHNOLOGY LLC – ABU DHABI, UAE

Responsible for all the HR & Administrative processes within the Office, as well as providing general support to enable the smooth and effective running of the office.

RESPONSIBILITIES HELD

- Greeting and assisting visitors.
- Addressing client and customer inquiries
- Ensuring a professional and welcoming reception area.
- Handling correspondence, including emails, phone calls, and mail.
- Managing office supplies and inventory.
- Preparing and editing documents, reports, and presentations.
- Coordinating meetings, conferences, and travel arrangements.
- Overseeing the maintenance and repair of office equipment.
- Ensuring the office is clean, organized, and safe.
- Organize the office's operations and procedures by managing the administrative tasks
- Managing relationships with vendors and service providers.
- Developing and implementing office policies and procedures.
- Supervising and supporting administrative staff.
- Assisting with budget preparation and monitoring expenses.
- Processing invoices and managing accounts payable/receivable.
- Handling petty cash and banking transactions.
- Preparing financial reports and maintaining financial records.
- Assisting with recruitment processes, including scheduling interviews and onboarding new employees.
- Maintaining employee records and handling HR-related queries.
- Coordinating training and development programs.
- Managing employee timesheets and payroll processing.
- Acting as a liaison between different departments and external stakeholders.
- Ensuring effective communication within the office.
- Coordinating with IT support for technical issues.
- Assisting with project planning and execution.
- Tracking project progress and reporting on outcomes.
- Coordinating resources and schedules for various projects.
- Implements company policies, procedures and initiatives.
- Develop and implement processes and procedures to ensure efficient and effective operations.
- Ensure compliance with all relevant regulations and policies
- Monitors performance against operational goals and develops reporting and auditing processes used to analyze operational effectiveness.
- Monitor and analyze operations performance and make recommendations for improvement.
- Maintain insurance plans for employees
- Review and abide by company policies and procedures
- Manage accounts, sub-accounts, budgets, expenditures, receives funds, and processes deposits.
- Compiles and prepares material to be sent to bank. Reviews, verifies, and processes expense reports, requisitions, claims, advances, savings bonds, invoicing and charges

KEY COMPETENCIES

- Excellent oral and written communication.
- Detail oriented and works with a high degree of accuracy.
- Highly organized and flexible.
- Ability to multitask and meet changing deadlines.
- Self-directed and able to complete projects with limited supervision.
- stress tolerance

STRENGTHS

- Learn quickly in a fast-paced environment and adapt to change.
- Work well independently or as a member of a team.
- Optimistic demeanor, capable of handling various

PERSONAL SKILLS

- Service orientated
- Responsiveness
- Leadership Skills
- Professional Judgement
- Problem-solving
- Decision making
- Energetic
- Self-control
- Excellent communicator
- Tactful & articulate Problem solving
- Well-organized Influencing skills

PERSONAL DATA

Nationality: Indian

Visa Status: Employment Visa

ACCOUNT & OFFICE EXECUTIVE
SECURE CAM IT SOLUTIONS LLC – ABU DHABI, UAE

April 2014 – June 2015

RESPONSIBILITIES HELD

- Sets up accounts, sub-accounts, and budgets. Approves expenditures, receives funds, and processes deposits. Compiles and prepares material to be sent to bank. Reviews, verifies, and processes expense reports, requisitions, claims, advances, savings bonds, invoicing, and charges.
- Monitors and reconciles various accounts, statements, and reports. Identifies and analyses discrepancies and errors. Makes corrections, processes adjustments, and follows up on problems. Audits outstanding items.
- Verifies the completeness and accuracy of documentation.
- Performs various administrative and clerical tasks according to the needs of the unit. Prepares correspondence related to the duties of the position. Liaises with appropriate resource persons.

CUSTOMER SERVICE EXECUTIVE
MUTHOOT FINCORP LTD – KERALA, INDIA

August 2011 – April 2014

RESPONSIBILITIES HELD

- Develops and executes tactical and strategic sales plans in support of the overall sales strategy and to meet performance expectations and requirements.
- Handle transactions and answer customer queries.
- Perceive customer needs and offer the best solution based on proper company policies.
- Effectively communicate ideas, suggestions, and answers.
- Complete complex money-related transactions.
- Offer upgrades and new banking services or products.
- To handle the branch functioning, accounting activities, daily reports, dealing with customers, maintaining different files and ledgers, and handling different Financial Products.

ACADEMICS

MASTER'S IN COMPUTER APPLICATIONS (MCA)
2005-2008 – ANNA UNIVERSITY, CHENNAI, INDIA

B.SC IN CHEMISTRY
2002-2005 – KERALA UNIVERSITY, INDIA

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Place: Abu Dhabi ,UAE

ARCHANA SURESH