

Resume

DIVYA ARUN

Bachelor of Business Management,
Bachelor of Education

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PROFESSIONAL SUMMARY

Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. Flexible and hardworking with strong drive to succeed.

CORE STRENGTHS & SKILL AREAS

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| <ul style="list-style-type: none">• Supervision• Filing• Accounts payable / Receivable• MS Office proficient | <ul style="list-style-type: none">• Business Management• Meeting Support• Travel arrangements• Organization | <ul style="list-style-type: none">• Documentation• Dedicated team player• Calendar Management• Mentoring / Teaching |
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EXPERIENCE

SPINNEYS DUBAI LLC - DUBAI, UAE

Mar 2019 – Till date

Admin – Clerk

- Updating Daily sales Report, Detail check report of all Departments.
- Posting of Daily PI of all Departments.
- Assisting the department Heads in day to day activities.
- Sending Additional Orders.
- Usage of SAP & BI
- Daily Price change.
- Posting of Local & Warehouse Invoices
- Screening Mails & Office Filing.

EDKAL BUSINESS SOLUTIONS - BANGALORE, INDIA

Aug 2006 – Sep 2007

Executive – Admin. & HR

- Initial Recruitment Formalities.
- Joining, Exit Formalities and Final Settlements.
- Updating and Maintaining the Management Information System.
- Preparing attendance and leave records of the employees.
- Coordinating with Employee Provident Fund, Employees State Insurance Corporation (ESI) opening.
- Handling traveling formalities and accommodation for employees / Clients.
- Scheduling and organizing meetings.
- Handling Petty cash.
- General Maintenance of Office, Miscellaneous Purchases and organizing stationary on monthly basis.
- Handling and taking care of the day to day administration work.
- Screening Mails & Office Filing .

Admin. Assistant

- Scheduling Appointments
- Screening Mails
- Filing Research files and records
- Proofreading correspondence, reports, abstracts and other documents

HIMALAYA DRUG COMPANY - BANGALORE, INDIA**Sep 2004 – Sep 2005****Executive – Retail**

- Entry of sales Report of all the retail stores across India in Management Information System (MIS).
- Data Analysis of Sales.
- Publishing Sales Report for Management Reviews.
- Filing Documents.

ACADEMICS

Course	Name of the Institution	Year	Results
B. Ed	BM College of Education, Rotak	2012	Second Class
BBM	Seshadripuram First Grade College, Bangalore	2003	First Class
12th	Kendriya Vidyalaya Hebbal, Bangalore	2000	First Class
10th	Kendriya Vidyalaya Wheel & Axle Plant, Bangalore	1998	First Class

CERTIFIED COURSE

- HACCP - Hazard Analysis Critical Control Point - LEVEL 2 Passed in Distinction
- GHP - Good Hygiene Practice Manager Course

PERSONAL SKILLS & POSITIVES

- Excellent logical and analytical reasoning ability.
- Good verbal and communication skills, with ability to deal with people diplomatically.
- Ability to train and mentor team.
- Ability to handle multiple tasks simultaneously.
- Good visualization skills, resourceful, innovative, tolerant and patient.
- Willingness to learn and ability to grasp things easily.

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 15-05-1983
- Sex : Female
- Marital Status : Married
- Passport No. : P 3883242
- Visa : Employment Visa
- Languages Known : English, Hindi, Malayalam, Kannada

REFERENCES

- References will be provided upon request.