



ANNIE STEVENS

ADDRESS: ADLIYA – KINGDOM OF BAHRAIN.
EMAIL: AVSTEVENS24@GMAIL.COM

OBJECTIVE

Core competence in Executive Secretarial functions for the Chairman (Ex-Minister), Group President & other Senior Management Officials.

SKILLS

Strong Interpersonal skills, Organizational skills, Relationship building, Positive Attitude, Coordination with Embassies, Confidentiality,

CURRENT PROFESSIONAL PROFILE

EXECUTIVE SECRETARY / PERSONAL ASSISTANT TO THE CHAIRMAN & GROUP PRESIDENT OF BFG INTERNATIONAL (LEADING ARCHITECTURAL & COMPOSITES PRODUCTS MANUFACTURER - GLOBAL) FEBRUARY 1997 – JANUARY 2021

Current job profile includes Secretarial work, Correspondence, Guest relations, Presentations, Coordination with overseas offices, clients and Customer Care. General coordination for smooth working of the President's office. Coordinate with various department for updates on various projects.

Job Responsibilities:

- Providing support / Managing the Group President's overall daily schedules, commitments and travel arrangements (Accommodations / Land arrangements / Travel Related Services / Visa Services) & Developing Agendas for scheduled meetings.
- Scheduling & Coordination of Appointments / Major meetings for the Chairman & President to meet with VVIPs, Diplomats and Potential Clients the Business (Local and International).
- Maintained & Updated records for various Major Projects (such as Contracts / Agreements / Quotes) time to time (Filing). Interacted with other departments on various projects / conducted meetings with Project Managers for updates on projects.
- Provided support to Senior Management Team in preparation of International Quotations & Presentations for new projects.



- Providing additional support to the Marketing Team in Events & Exhibitions / Shows Internationally,
- Marketing Co-ordination with BFG's overseas branches (in Manila, France, USA, India, China, UK, Brazil & S. Africa).
- Co-ordinated with the Accounts department (occasionally) for follow-up on major payments & bank transfers.
- Ensured that all travel arrangements (Domestic & International) were performed Flawlessly (Accommodations / Land arrangements, Travel Related Services & Visa Services). Maintained extremely tight schedules with numerous appointments and worldwide commitments for the Chairman, Senior Management and Guests that visited Bahrain.
- Arranged Video Conferencing between Snr. Management and Overseas Clients & BFG's overseas branches.
- Coordinated with business centers internationally to arrange private offices for President's meetings with clients while on short business trips. Organized board meetings abroad for BFG's overseas branches senior management (venue, accommodation, logistics, etc.).
- Managed the President's entire Personal Files, Payments, Family Travel arrangements /Vacations, Personal Investments & Household Tasks.
- Managed the President & Senior Management's Loyalty Membership Accounts (namely, Hotels : Marriott Bonvoy, World Leaders' Hotels, Accor Group of Hotels, Hilton Honors, etc. Airlines : Skywards, BA Executive Club, Lufthansa, Gulf Air, etc.)
- Coordinated with Corporate Offices (such as; Bahrain Airport Company - BAC, Mumtalakat (holding co.), Bahrain Economic Development Board – EDB, Bah. Crown Prince Committee) for meetings schedules, Itineraries for Overseas Roadshows and Official visits overseas, as the Group President was a Board Member at the above organizations, as well.

Coordinating Annual Staff Dinners, Seminars / Workshops and other Welfare Activities on behalf of the Group President and other Senior Management. Occasionally organized free medical check for the company employees. Was conducted at the company's campus.

ACHIEVEMENTS

- Successfully handled Hospitality of VIPs including Diplomats
- Contracted Corporate Deals / special rates at Leading Hotels



- Negotiating special corporate-airline deals for the Company
- Good Liaison with travel agents & airlines, for confirmation of waitlisted air-tickets within short notices
- Procuring of visas on urgent basis
- Established good business relations with, Clients & Customers
- Successfully organized workshops for the Company's staff (each workshop consisted of 2 full day sessions).
- Successfully organized the President's office, filing systems (Business & Personal) and easy procurement of Documents.

Highlights :

- Have acquired a strong, qualitative supporting work experience with the Senior Executives and in the office administration, in professional organizations.
- Essential Link between the Group President, Business Associates, Board of Directors & Company's Heads of Department.
- Played an essential role between our Head Office (in Bahrain) and our international regional offices (globally).

Recently (last 2 years) developed interest in Human Resources Role in the company (in addition to my current experience).

- Assisted in coordinating performance reviews on employees
- Assisted with orientation for new joiners, training for employees
- Admin support with recruitment
- Interaction with factory workers (when they faced issues – within their workplace and external).
- Travel arrangements & leave salary for employees' annual leave
- Occasionally counseled workers when there was a need
- Occasionally assisted with LMRA documentation for employees



PREVIOUS EXPERIENCE

LEHMAN BROTHERS EUROPE INC. (AN INVESTMENT BANKING CO.) – BARHAIN. (COMPANY RELOCATED TO DUBAI): PERIOD OF EMPLOYMENT: JULY 1995 – DECEMBER 1996

As Executive Secretary to the Vice President & Regional Manager.

ASSOCIATED CONSULTANT ENGINEERS (ENGINEERING COMPANY) – BARHAIN. (PROJECT COMPLETED – SALMANIYA HOSPITAL EXTN – PH2): PERIOD OF EMPLOYMENT: MARCH 1993 – JULY 1995

As Executive Secretary to the Managing Director.

NASS INDUSTRIAL SERVICES (DIV. OF A.A. NASS CONTRACTING) – BAHRAIN (PROJECT COMPLETED – ALBA PH2) PERIOD OF EMPLOYMENT: APRIL 1991 – FEBRUARY 1993

As Executive Secretary to the General Manager.

PROCESS ENGINEERING CO. – BARHAIN : PERIOD OF EMPLOYMENT: OCT. 1990 – JANUARY 1991

As Executive Secretary to the Managing Director.

YUKEN INDIA LTD (A JAPANESE COLLABORATION) – BANGALORE, INDIA. PERIOD OF EMPLOYMENT: JUNE 1989 – MAY 1990

As Executive Secretary to the Managing Director

EDUCATION & PROFESSIONAL

DEGREE IN BA – PUNE UNIVERSITY – PUNE (1989)



PROFESSIONAL QUALIFICATION :

- Diploma in Personal Secretary, Business Communications, Book-Keeping & Accounts. At the Noronha's College – Bangalore (1988)
- Diploma in Business Management & Administration at the Gulf Academy – Bahrain – March 2004 (UK Affiliated).
- Diploma in Counselling Practitioner's Course (Beginners to Advanced) – March 2021 – Online Certified course by UDEMY - USA

PERSONAL PROFILE

- Unmarried - Age 54 - Indian nationality
- Valid Driving License – Issued in Bahrain
- Contact #s +973 - 39280616 / +973 - 66661951 / (+973-39666411 c/o. Mr. John Jose)

ATTRIBUTES

Dedicated, Hardworking, Meticulous, Honest, Loyalty.

INTERESTS

Reading, Travelling, Music, Meeting / Interacting with people of different cultures.

