**CURRICULUM VITAE**

**SUNITHA SALIM**



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**Kingdom of Bahrain**

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**PROFILE**

Proactive and highly skilled Administrative Assistant and document controller with 12 years’ hands-on experience working with University College of Bahrain., **Approved by the Ministry of Education.** A team player who works collaboratively and effectively communicates with all levels of staff. Proven academic and professional achiever who possesses unique computer skills required to assist the executives and organization to achieve its mission.

**SKILLS**

Experience planning, coordinating and facilitating physical meetings. Extremely organized and attentive to detail. Comfortable performing a variety of roles, including payroll support, front desk reception, personal assistant and organizational point of contact. Confident, articulate, and professional speaking abilities. Empathic listener and persuasive speaker

**WORK EXPERIENCE**

**Administration Department in University College of Bahrain 2007- 2020**

* Working as an Administration Assistant and Documentation and Registration, Admission
* **Approved by the Ministry of Education**
* Work with HR department to facilitate recruitment drives
* Train new administrative assistant interns in office management procedures and schedule on-the-job mentoring with multiple departments.
* Oversee schedules for all executives, including associated travel and logistical arrangements.
* Handle all media and public relations inquiries
* Oversee receptionist area, including greeting visitors and respond to telephone and in-person requests for information
* Interacted with customers professionally by phone, email or in-person to provide information and direct to desired staff members.
* Tracked office supplies and restocked low items to keep team members on-task and productive.
* Delivered expert clerical support to diverse internal staff and management by efficiently handling wide range of routine and special requirements
* Coordinated with Student Affairs Department for organizing various events and activities for students, faculties and non teaching staff
* Communicate effectively with staff/executives – Effective verbal/written communication skills. Attention to detail, excellent planning, organizing and time management skills. Maintain the office database – retrieve and organize information for individual employees and clients. Create spreadsheets and presentations for corporate executives. Establish and implement administrative policies and procedures for the office. File and record corporate documentation, electronic files, inventories and reports.

**HR Assistant in Al Hayat Specialist Hospital, Bahrain 2005-2007**

* Contacting job applicants and inviting them to interviews.
* Carrying out reviews of employee performance.
* Managing the leave procedure and process for any departing staff.
* Escalating issues to the HR Officer or senior managers
* Writing up drafts of correspondence and documents for the HR Officer
* Auditing personnel records to ensure completeness and accuracy of information.

**Assistant Accountant in National Printing Press, Bahrain 2003-2005**

* Assisted analyzed accounting statistics and preparing financial reports of the organization
* Adequately experienced in accounting software, **simple, Pegasus&Logsis**and can handle any of the Accounting Packages up on the training.
* Compiled and reviewed information for accuracy
* Responsible for providing a regular input on monthly reports
* Provided general administrative support to the accounting and sales department

**Administration Assistant in The New Indian School, Bahrain 1992-2003**

* Maintained documentation to support school accreditation, licensure and quality assurance
* Provided direct support for the Director of School Operations, such as correspondence, scheduling duties
* Assisted with the comprehensive outcomes management system procedure and reports by entering, organizing and maintaining data
* Assisting staff, and administrators in daily tasks
* Proficient in Microsoft Office and various other computer programs

**EDUCATION**

* **Year 2011**: Certified for Sabre Global Distribution System Training on Sabre Air reservation Pricing and Ticketing-CR-BAH Travel Network.
* **Year 1992**: Bachelor Degree in Commerce (B.Com) from Kerala University, India with Special Subjects Cost Accounting and Financial Accounting, unrecognized
* **Year 1989**: Pre-Degree (Plus Two) course from Kerala University with Special Subjects Accountancy, Commerce and Economics.
* **Year 1986**: Secondary School Leaving Certificate Examination Board of Education (10th) under the State Government of Kerala

**SOFTWARE KNOWLEDGE**

* Proficient in theaccounting software’s such as **simple,Pegasus&Logsis** and can handle any of the Accounting Packages.
* Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
* Able to work with several operating systems, including Windows, Mac OSX and Linux.

**HOBBIES AND INTERESTS**

* **Reading**
* **Listening to music**

**LANGUAGES KNOWN**

* **English**
* **Hindi**
* **Malayalam**
* **Tamil**

**PERSONAL DETAILS**

**Name : SUNITHA SALIM**

**Marital Status : Married**

**Nationality : INDIAN**

**Place of Birth : CHERIANADU, KERALA**

**Passport No : J6464156**

**Place of Issue : Kingdom of Bahrain**

**Contact : 00973 34441524**

**REFERENCES**

1. Dr. Geoffery Elliot, Vice President (Academics) , University College of Bahrain
2. Dr. Trevor Chamberlain, Professor, Chair of Finance and Business Economics, DeGroote School of Business, McMaster University, Canada
3. Dr. SutanHidayit Emir, Director of Business Management, University College of Bahrain
4. Fatima Jassim, HR Manager, University College of Bahrain