 **Curriculum Vitae**

 *+ 973 34678739 melodypree@yahoo.com*

**Preetha Santhosh**

Executive Secretary

**A self-motivated & independent worker having 20+ years of experience in Bahrain.**

*I am looking for a challenging and rewarding position in an organization, within which I will be able to use my knowledge and expertise to the best of my abilities and be an asset to the organization. My goal is to utilize my intellectual skills which I have learned through my work experience and apply them to a career that will allow me to grow further in this profession.*

**Latest Work Experience:** Executive Assistant / Administrator to the office of Director & CEO for a reputed contracting Company in Bahrain from June 2007 to June 2020.

**Roles & Responsibilities :**

* Completes a broad variety of administrative tasks for the CEO including: managing an active calendar of appointments;
* Composes and prepares correspondence that is sometimes confidential; arranges complex and detailed travel plans, itineraries, and agendas; and compiles documents for travel-related meetings.
* Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office. Respects protocol when receiving guests.
* Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
* Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
* Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Will have a sense for the issues taking place in the environment and will keep the CEO updated.

Liase with the H.R. team in shortlisting & categorizing C.V's before scheduling the interview with the top management.

* Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO, some of which may have organizational impact.
* Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
* Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion.

**Academic Snapshot :**

* B.A. Degree in Economics
* Diploma in Secretarial Course from Davars College of Commerce, Mumbai

**Previous Work Experiences in Bahrain:**

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| **SL NO** | **ORGANISATION** | **DESIGNATION** | **DURATION** |
| 1 | UCA WLL, BAHRAIN | Executive Assistant to Director | Dec 03 – May 07 |
| 2 | Bramco Bahrain | Personal Assistant to Chairman | Jan ‘02 – Nov ‘03 |
| 3 | Bahrain Gas, Bahrain | Secretary to Purchase Manager | April 99 – Dec ‘01 |

**Work Experience in INDIA :**

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| **SL NO** | **ORGANISATION** | **DESIGNATION** | **DURATION** |
| 1 | CMS Computers, Mumbai, India | Front office cum Admin Assistant | Mar 1996 – Jan 1998 |
| 2 | Radiant Electronics | Customer Care Executive | May 1994 – Jan 1996 |

***Personal Details :***

***Nationality : Indian***

***Language proficiency: English, Hindi, Malayalam, Tamil***

***Hold Valid Bahrain Driving License***

**Preetha S.**