

MEENA DILIP KUMAR

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Seeking challenging assignments in Office Administrative, Personnel Assistant and Secretarial with an organisation of high repute

Professional Synopsis

<p>Office Manager Personnel Assistant Secretarial & Administrative</p>	<ul style="list-style-type: none">⇒ Over 22 years' experience in Personnel Assistant and Secretarial-Administrative field.⇒ Worked extensively with Presidents, Directors, GM & Senior Engineer of the company.⇒ Formulated strategic thinking to conceive works in proper and on time.⇒ A keen communicator with the ability to relate to people across all hierarchical levels in the organisation.
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Core Competencies

Office Manager

- ♦ Maintaining office procedure and employees records, communicating with employees on behalf of managers.
- ♦ Making sure the company procedures are followed by the employees.
- ♦ Liaising with clients, suppliers and other staff.
- ♦ Devising and maintaining office systems.

Personnel Assistant

- ♦ Organising and maintaining personal and business diaries and making meetings.
- ♦ Carrying out background research and presenting findings.
- ♦ Producing documents, briefing papers, reports and presentation.
- ♦ Maintaining international travel itineraries, subscriptions and memberships.
- ♦ Organising and attending meetings, conferences, workshops etc., and ensuring senior management is well-prepared for meetings.

Secretarial & Administrative

- ♦ Screening telephone calls, enquiries and requests and handling them when appropriate.
- ♦ Meeting and greeting visitors at all levels of seniority
- ♦ Maintaining files, records, incoming emails, faxes and post.
- ♦ Often corresponding on behalf of the manager.
- ♦ Maintaining the database of the company.
- ♦ Maintaining all the HR work and liaising with PR.

Career Contour

Majali Enterprises **October '12 to July '13**

Accountabilities:

- ♦ Liaising with clients, suppliers
- ♦ Managing all the client's file along with their rent due and contract expiry.
- ♦ Screening telephone calls, enquiries and requests and handling them when appropriate.
- ♦ Meeting and greeting visitors at all levels of seniority.
- ♦ Organising and maintaining diaries and making appointments.
- ♦ Dealing with incoming email, faxes and post, often corresponding on behalf of their manager.
- ♦ Devising and maintaining office systems, including data management, filling etc.

B Media Gulf Co. WLL **July '08 to November '10**

Accountabilities:

- ♦ Managing Personnel and Administration functions like recruitment, introduction, performance management and industrial relations, etc.
- ♦ Screening telephone calls, enquiries and requests and handling them when appropriate.
- ♦ Meeting and greeting visitors at all levels of seniority.
- ♦ Organising and maintaining diaries and making appointments.
- ♦ Dealing with incoming email, faxes and post, often corresponding on behalf of their manager.
- ♦ Carrying out background research and presenting findings.
- ♦ Producing documents, briefing papers, reports and presentations.
- ♦ Organising and attending meetings and ensuring managers are well-prepared for meetings.
- ♦ Liaising with clients, suppliers and other staff.
- ♦ Devising and maintaining office systems, including data management, filling etc.
- ♦ Handling all the HR and Administrative work.

Previous Assignments

Global Real Estate
Temporary Job

Executive Secretary

Ashbee Metal Cladding SPC
2005 – 2008

PA / Executive Secretary

Al Jazira ColdStore Company WLL
1988 – 2000

Secretary

Academia

- ♦ Senior Secondary from The Indian School, Bahrain in 1987.
 - ♦ Secretarial Course from Nadia Training Institute, Bahrain in 1991.
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I. T. Skills

Operating Systems	Windows 98 / XP, Mac Operating System
Packages	MS Office (Word, Excel, PowerPoint).

Personal Dossier

Date of Birth	4 th November 1969
Linguistic Abilities	English, Hindi, Arabic and Gujarati
Address	PO Box 1649, Manama – Kingdom of Bahrain
Holder of Bahraini Driver Licence	