

Mrs. Deepa Mukundan
New Industrial Area
Ajman
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Objective

To apply my knowledge and skills in the right manner, in a reputed organization, which will subsequently help me to grow in the competitive environment.

Professional Experience

Elegant Aluminium & Glass Works LLC,
Ajman

March 2022 – Till date

Head of Admin and H R Department

Responsibilities:

- *Follow up with customers/clients/suppliers and Vendors*
- *Prepare quotations, Invoices, Local purchase orders*
- *Supervise office staff*
- *Monitor and record long distance phone calls*
- *Prepare time sheets*
- *Control correspondence*
- *review and approve supply requisitions*
- *Maintain cash flow (Petty cash)*
- *Ensure filing systems are maintained and up to date*

Holy Grace Academy, Mala, Kerala

(CBSE Residential School)

December 2014 to August 2021

Secretary to Chairman

Head of Admin and H R Department

In charge of Admissions

Co ordinator of Resonance entrance coaching classes (NEET, JEE and Foundation)

Responsibilities

- *Assist School Chairman and Principal.*
- *Regularly interact with parents by providing service that is professional, yet personal.*
- *Perform administrative responsibilities such as data entry, filing and detailed record keeping.*
- *In charge of entire staff's personal records.*
- *Lead a team of employees by providing guidance and directions to create a positive and productive working environment.*
- *Handle recruitment and training of teachers and supporting staff.*
- *Handle admissions, i.e. Registrations, entrance exams, and implement admissions.*
- *Act as a point of contact for students, parents and staff.*
- *Monitored students to ensure that they are comfortable with their surrounding and assist students who may have problems.*
- *Evaluated students and provide parents with feedback on their children's academic success.*

Surface LLC (Al Zarooni Group of Companies)

Dubai

September 2007-March 2012

Office Administrator

Responsibilities:

- *Supervise office staff*
- *Monitor and record long distance phone calls*
- *Prepare time sheets*
- *Control correspondence*
- *review and approve supply requisitions*
- *Ensure filing systems are maintained and up to date*
- *Maintain office equipments*

DTDC Courier and Cargo LLC

Dubai

June 2005- September 2007

Customer Care Executive

Responsibilities:

- *Follow up for the customer queries, coordinated with various Branches of DTDC Courier all over India through emails and calls.*
- *Shipment follow up with GCC Countries, and Customer support in UAE.*
- *Follow up for all inbound shipments especially from India. USA & UK Co-ordination with courier boys for local deliveries.*

Orbit Satellite Television & Radio Network

Dubai

January 2004- June 2005 (Temporary Basis)

Office Administrator

Responsibilities:

Supervise office staff

Cash collection from the subscribers/Customers

Monitor and control field staff

Prepare time sheets

Control Correspondence

Review and approve supply requisitions

Ensure filing systems are maintained and up to date

PROFESSIONAL ACHIEVEMENTS

- *Diploma in Data Entry*
- *Diploma in Computer applications (MS Word, Excel, Word perfect & Power point).*
- *Typing speed- 50 w.p.m*

ACADEMIC ACHIEVEMENTS

- *Graduate BA – English*

PERSONAL STATISTICS

Languages known : English, Hindi and Malayalam.

Visa Status : Employment Visa

Place : Ajman, UAE

Marital Status : Married