



**Jenifer Nisha.N**

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**E-mail** – enggjny@gmail.com

**Address** - Dubai

**Total Experience** - 3 years

**Professional Summary**

* Looking for an opportunity to work in the field of Administration & operation-oriented department to utilize my skills an experience in a growth-oriented environment.

**Education**

* Bachelor of Technology (Information Technology)

Sethu Institute of Technology, with aggregate (75.6%) Madurai (INDIA)

**Trainings & Certification**

* Certified Training Workshop college level ANDROID / CLOUD COMPUTING / WEB DEVELOPMENT Team management
* Industrial training at 4S SOFTWARE SOLUTION (SOFTWARE TESTING) at Coimbatore (INDIA)

**Technical skills**

Digital Marketing Social Media Integration

MS-Office Excel, Word, PowerPoint,

OS Windows, Mac

Software CRM / Invoice / Billing

**Work Experience- 2**

 **Organization : Random Information Technology Consultancy LLC**

 **Role : Administration & Operation Officer**

 **Period : Jan 2019 to July 2021**

 **Location : Abu Dhabi**

**Work Experience- 2**

* Welcoming visitors and directing them to the relevant office/personnel
* Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations
* Coordinating and managing appointments, meetings, and the conference room schedule in order to prevent duplicate bookings Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.
* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Maintaining general office files, including job files, vendor files, and other files related to the company’s operations
* Purchasing office supplies, equipment, and furniture
* Overseeing the maintenance of office facilities, and equipment.
* Performing other relevant duties when needed
* Submit timely reports and prepare presentations/proposals as assigned
* Track stocks of office supplies and place orders when necessary
* Support budgeting and bookkeeping procedures
* Manage agendas/travel arrangements/appointments etc. for the upper management

**Work Experience- 1**

 **Organization** **: Mahaardhi Developer’s**

 **Role** **: Administration Officer**

 **Period** **: Jan 2015 to Dec 2016**

 **Location** **: Chennai.**

**Work Experience- 1**

* **Maintaining Databases**: Administrative Officers maintain company and client information through files and online databases.
* **Creating Reports**: Administrative Officers create financial and performance reports. Develop databases including queries, triggers and stored procedures.
* **Ordering Supplies**: Administrative Officers ensure that an office has the proper materials to maintain efficiency.
* **Answering Telephones**: Typically, Administrative Officers receive calls and forward those calls to the necessary party.
* **Corresponding with Clients**: To maintain client satisfaction, Administrative Officers correspond with clients.
* **Organise Financials**: Administrative Officers manage billing and oversee that payments are made promptly Coordinate with business analysts and test analyst to ensure that the application meets technical requirements and client needs.
* **Equipment Management**: Office equipment, ranging from fax machines to copiers, is maintained by the Administrative Officer.
* **Event Coordination**: If an event or meeting needs to be planned, Administrative Officers coordinate dates, locations, and times for employees.

**Personal Information:**

 Date of Birth : 24 February 1992

 Nationality : Indian

 Religion : Islam

 Sex : Female

 Marital Status : Married

 Passport Number : M3518343

 Emirates Id : 784-1992-3151508-3

 Language Known : English, Tamil

 Visa Status : House Wife

 License : UAE / INDIA (valid Light Vehicle Car License)

 Interested : Administrator & Operation, Web Developer, Technical Coordinator.

**Declaration:**

 I hereby affirm that the information in the documents is accurate and true to my knowledge

 Date Jenifer Nisha.N