



MEENU S MADHU



Muwalieh, National Paints,
Sharjah



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PERSONAL DETAILS

- Date of Birth : 25 -02-1995
- Nationality : Indian
- Passport No : R4642815
- Marital Status : Married

EDUCATION

- BA English Literature passed in the year 2018(Kerala University)
- Higher secondary passed in the year 2012
- SSLC Passed in the year 2010

PROFESSIONAL EXPERIENCE

LAL CASHEWS Ltd, Kerala India

Office Administrator (July 2019-Jan 2021)

- Ensured prompt payment of bills by managing accounts payable processes efficiently.
- Collaborated with human resources on hiring initiatives and employee performance evaluations.
- Maintained office supply inventory levels by regularly researching competitive pricing from suppliers.
- Oversaw facility maintenance tasks to provide a clean, organized, and safe work environment.
- Scheduled appointments and managed calendars for multiple executives.
- Coordinated meetings, conferences, and travel arrangements for staff members.
- Trained new employees on company policies, procedures, and software applications.
- Handled incoming phone calls and emails professionally and courteously.
- Created presentations, reports, and other business documents using Microsoft Office Suite tools.
- Served as the primary point of contact for external vendors and clients.
- Managed daily office operations and streamlined workflow processes.
- Organized company events such as team-building workshops or holiday parties.
- Processed expense reports accurately and promptly.
- Investigated customer complaints, identifying and changing processes to remove faults.
- Managed daily workloads by organizing schedules and delegating tasks.

PROMOTOR JOB
(Dec 2021- Nov 2022)

- Learned important features of each product and company services for top-notch presentations.
- Marketed the product directly to customers on more than 100 PCs daily.
- Attended regular training sessions to stay updated on product knowledge and industry trends.
- Supported continuous improvement initiatives by keeping detailed records.
- Worked closely with other promoters or team members to achieve group goals during collaborative marketing efforts.
- Monitored consumer feedback during events, making adjustments to improve experience.
- Coordinated with event organizers to ensure successful promotion of products and services.
- Maintained professional appearance while representing the brand at promotional events and tradeshows.
- Boosted marketing chances by keeping demonstration areas clean and presentable.
- Created eye-catching displays for available products.
- Provided exceptional customer service by addressing inquiries professionally, courteously, and promptly.

AL RAHA DOORS Tr, Sharjah, Dubai
Executive Secretary (May 2023 – currently working)

- Screened phone calls and emails directed to executives, redirecting inquiries as appropriate.
- Liaised with department heads to ensure smooth communication between departments and the executive team.
- Monitored office supplies inventory and place orders to maintain adequate stock levels.
- Reorganized filing systems for better efficiency and more streamlined processes.
- Ensured that office equipment was functional by scheduling maintenance or repairs when needed.
- Assisted with managing incoming packages and correspondence by opening, verifying, and distributing various items.
- Maintained confidential files and documentation related to company operations and personnel matters.
- Drafted correspondence on behalf of executives, including memos, letters, and reports.
- Managed billing for the department, coordinating vendor communication, processing purchase orders, and transmitting payments.
- Conducted research as needed to support executive decision-making processes.
- Determined the significance of memos, submissions, and reports to coordinate distribution effectively.
- Addressed routine inquiry correspondence from customers and partners.
- Processed invoices, payroll, and payments in line with bookkeeping processes.
- Answered phone calls and directed callers to appropriate parties.

TECHNICAL QUALIFICATION

- ❖ Diploma in Computer Application
- ❖ MS Office (outlook, access, project)
- ❖ Windows 2003/XP/200
- ❖ Photoshop, Micro station designing
- ❖ Tally peach tree, Tax practice
- ❖ Strong planning, organizational and team leadership

SKILLS

- Malayalam - Mother tongue
- English - Good (Read, Write, speak)
- Hindi - Good (Read, Write, Speak)
- Tamil - Good (Speak)

STRENGTH

Hard-working, Sincere, Motivated, Highly organized, Good Team Organizer, Good typing (40 – 50 wpm)

My career garnered a reputation for being professional and I was consistently commended for my efficiency by colleagues and management my experience has equipped me with the skill set directly. I now declare that all the particulars furnished above are true and correct to the best of my knowledge and belief

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