

**MARY SHARON GEORGE**

Sharjah

Mob: +971 529296403E-mail:marysharongearge@gmail.com**Personal Dossier:*****Gender***

Female

Date of Birth19th March 1995***Nationality***

Indian

Marital Status

Married

Languages Known

English , Hindi, Tamil ,Malayalam

OBJECTIVE :

Seeking for the position of an Office Administrator, to utilize my honed skills in Management, strong organization skills, excellent interpersonal relationship skills, and 3 years' experience working as Admin Officer.

ACADEMIC QUALIFICATION :

- Bachelor's Degree in Commerce from Sacred Hearts College, MG University, Kerala
- Higher secondary (+2) Govt. of Kerala, India
- SSLC Kerala Syllabus, Govt. of Kerala, India

IT SKILLS :

- M.S. Office
- Proficient in use of Internet & E-mail

WORK EXPERIENCE :**CITY HOSPITAL (ERNAKULAM)****Purchase Executive** (Since 2019 to 2020)**Duties and Responsibilities :**

- Monitored quantity and quality of goods received.
- Managed reports and documentation control.
- Negotiate price, terms, conditions and lead time reduction with suppliers.
- Process and send out purchase orders.
- Prepared cost comparison of material pricing.
- Assist in preparing and reviewing quotations/tender.

QUALITY TECHNICAL SERVICES (Abu Dhabi)

Administrative Assistant (Since 2016 to 2019)

Duties and Responsibilities:

- Welcoming visitors and directing them to the relevant office/personnel.
- Carrying out clerical duties such as incoming phone calls, responding to emails and preparing documents including purchase orders, delivery notes and test certificates.
- Taking regular inventory of office supplies and placing order when it is running low.
- Organizing office files in a way that can be easily accessed and understood by employees
- Filing various documents both on the computer and filing cabinets.
- Communicating with upper management.
- Supervising the work of office and technical staffs and assigning work for them.

STRENGTH :

- 3 years of GCC experience as Administrative Assistant.
- Able to build a working atmosphere that has energy, vitality and fun.
- Excellent Communication skills.
- Flexibility and adaptability.
- Learning agility

Reference will be Furnished up on Request