

NEETHU SHETTY

Mobile: 050 7199 784

Email: neethushetty13@gmail.com



17+ years UAE experienced **OFFICE MANAGER / EXECUTIVE ASSISTANT** with valid **UAE driving license** and hard-core expertise in executive assistant, administrative process, facility management, human resources management, implementing security procedures, IT and vendor management. Adept in cost reduction strategies, vendor base optimisation, enhancing employee morale, internal and external stakeholder negotiation. Proven ability in implementing effective document control and reducing operational and administrative cost thereby contributing to bottom line profitability of the organizations worked with.

PROFESSIONAL EXPERIENCE

CRESCENT PETROLEUM – SHARJAH, UAE

June 2022 to till date

Position: Project assistant

- a) Provide general support to the Directors, Project Managers and the project teams.
- b) Travel arrangement and scheduling meetings
- c) Organize courier shipments and any other administrative support tasks.
- d) Managing Timesheet
- e) Manage expenses for the Director
- f) Letter issuance in Assai

SPARMAK GROUP – DOWNTOWN, Dubai

Feb 2021 to May 2022

Position: Office Manager

- g) Implementing safety policies and standards
- h) Ensuring that company premises and facilities are kept in clean and hygienic condition
- i) Coordinating with third party contractors for contract renewals and negotiate contracts for execution of maintenance work.
- j) Ensuring the electrical equipment and other office equipment are in working condition.
- k) Coordinating with the building management of Emaar Management for the work permit issuance and other issues such as fire alarm, fire drill, maintenance and requesting for extra parking space.
- l) Respond to emergency calls for maintenance
- m) Manage the set up and take down of different events
- n) Perform troubleshooting to solve minor repair issues
- o) Communicate plans for upper-level improvements to maintenance worker staff
- p) Routine round in the office to check and any physical issues inside the office
- q) Looking for candidates/CV as per the management requirements
- r) Preparing and filling HR documents and updating
- s) Filling and maintaining company documents and updating in the respected file
- t) Coordinating with MOHRE for visa requirement
- u) Submitting the documents in Ajman Free Zone portal for Pharmak Holding
- v) Requesting the quote with printing suppliers for Business card, letterheads, envelopes, brochure. Checking the artwork proof and getting the work done.
- w) Preparing the asset register
- x) Coordinating with flight service company to cancel the ticket and getting the refund
- y) Coordinating with the Insurance company to get the quote and Arranging Medical insurance issuance for new member
- z) Managing access control and giving the permission for all staffs / visitors to access into office premises by finger print access
- aa) Preparing the lease agreement, coordinating with the landlord to get the letters
- bb) Coordinating and providing the documents for VAT registration

Position: Executive Assistant / Office Manager

Executive assistant / Personnel assistant duties:

- a) Managing and maintaining calendar of Chairman including appointments, meetings and travel
- b) Responsible for organizing Chairman's travel and logistics including flight bookings, visa requirements, hotels and completing expenses
- c) Responsible for managing Chairman's personal driver's daily schedule in line with his daily requirements
- d) Acting as a personal assistant to Chairman's in his day-to-day activities and performs all other duties as directed by Chairman
- e) Responsible for organizing of internal and external meetings on behalf of Chairman ensuring all necessary requirements are made e.g. meeting venue, equipment, food etc.,
- f) Handling petty cash
- g) Negotiating with hotel to get the best rate for the rooms, DDR package etc., coordinating with the hotels, event manager for the flow of the conference.
- h) Organizing the meeting room, projector, food and entertainment
- i) Organizing the airport pick & drop for the guests.

Admin Duties:

- a) Ensuring the effectiveness of day-to-day administrative duties, including office management, facilities management, office renovation, fixed assets procurement.
- b) Managing access control and giving the permission for all staffs / visitors to access into office premises by finger print access or by providing a temporary card
- c) Managing company mobile account as well as office landline, fax and internet bills
- d) Ensuring office lease agreements are in place and renewed, and payment raised in a timely manner with accounts department.
- e) Arranging Office Insurance, Medical insurance issuance for new member and renewals.
- f) Ordering office stationery / pantry supplies

HR Duties:

- a) Shortlisting, scrutinizing candidate, preparing offer letter / employment contracts, onboarding formalities.
- b) Managing DIFC portal, performing PRO duties such as processing visa application / visa cancelling procedure, service request letters etc., through online portal.
- c) Understanding the staff needs, bridge the communication between the team and the Director and ensuring a healthy team spirit across the business.
- d) Arranging workstation with the necessary kits to new joiners (e.g.: PC, Mobile, office access card / fingerprint, allocation of parking card, cabinet keys, business card etc.)
- e) Up-to-date maintaining of personnel records of the staff including leave record (Annual leave, Sick leave) and end of service benefits, yearly ticket etc
- f) Issuance and safe keeping of access cards, office and cabinet keys
- g) Developing/reviewing policies, staff hand book and HR policies and procedures

Facility Management & Office Supplies:

- a) Coordinating with third party contractors for contract renewals such as planters, cleaning company (Idama, Lahej and Sultan, Dussman), IT (Alpha data), MEP (Al Nabooda)
- b) Reviewing and monitoring the service quality of contractors and suppliers in regular basis, Identifying vendors

- of office supplies & 3rd party facility for competitive pricing
- c) Coordinating with the building management of index tower (360) for the work permit issuance and other issues such as fire alarm, fire drill, maintenance and requesting for extra parking space.

SAINT HONORE MIDDLE EAST (BRANCH) – DAFZA & DMCC

Jan 2007 to June 2014

Position: Office Manager

Administration / Accounts / operations:

- a) Welcoming visitors, arranging company dinners and other corporate functions
- b) Keep appointment schedules & arranging meetings between CEO and the Distributors
- c) Arranging Travel arrangements, hotel reservations.
- d) Handling petty cash / travel expenses and all receipt and payment vouchers of CEO, filling with statements as weekly basis and reconciliation of Bank accounts as monthly basis, preparing income & expenditure account.
- e) Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies
- f) Coordination of new Boutique projects / renovation / relocation of the office with the fit-out contractors.

Sales Coordination:

- a) Receive the order from the distributor from Middle East; check the stock availability, send the Performa invoice to the distributor with delivery date.
- b) If the ordered references are not available, then suggest the distributor with some other references.
- c) Chase the factory people in Switzerland and France for timely deliveries.
- d) Prepare invoice, packing list and inform the customer regarding the shipment.
- e) Execution of local promotion and incentives, Follow-up on marketing activities.
- f) Prepare statement of accounts & outstanding payments due from each client.
- g) Follow-up of payments.

Advertising & Marketing:

- a) Managing the advertising through the media buying by providing the artwork for the publication and preparing the visual for POS.
- b) Drafting the work permit request & sending to Paris Gallery to get the approval.
- c) Coordinating with PR agency (Bizcom) regarding the Press release & arranging the PR kit/material for PR.

Product Analysis:

- a) Receive the sales and stock report before 5th of every month from the distributors, analysis the report.
- b) Suggest ordering for the fast moving references after checking the stock in the factory and suggest to phase-out slow moving references.
- c) Checking top 10 references with last 6 month sales report.
- d) Taking care of the after sales service, sending to the factory and make sure that it will return at the earliest.

NEW MEDICAL CENTRE TRADING LLC (NMC) – Dubai, UAE

December 2005 to January 2007

Position: Receptionist / HR Assistant

- a) Attending busy telephone board with 6 lines 300 extensions, customer inquiries
- b) Attending to clients and directing them to concerned persons, handling couriers
- c) Maintaining the attendance register
- d) Dispatching the letter / documents to the concerned departments
- e) Maintain record of employees with contract copies, photographs, passport copies

DKZP ENGINEERING DIVISION, Govt. of Karnataka, India

August 1999 to January 2005

Position: Computer Operator

- Assisting engineers in preparing tenders, documents, releasing advertisements etc.
- Preparing Estimate, Rate Analysis, Comparative Statement.
- Attending Tender opening, Preparing of Comparative statement, Ranking of various contractors / suppliers.

EDUCATION:

Bachelor of Commerce (1995); Besant Women's Collage, Mangalore University, Karnataka, INDIA

COMPUTER SKILLS:

- Diploma in Computer Application: MS Word, Excel, Power Point, Tally, Peachtree
- Diploma in Programming: C, C++
- Diploma in DTP: CorelDraw, PageMaker, Photoshop.

PERSONAL INFORMATION:

- Nationality: Indian
- UAE Driving License: Yes
- Own Car: Yes
- Visa: Employment Visa
