



PROFILE

Organized and dedicated Admin coordinator with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.

NASEEMA K P ADMIN COORDINATOR

CONTACT

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ADDRESS-

ABDUL AZIZ AL MAJID
BUILDING. A2 , 1605
AL NAHDHA, SHARJAH, UAE

EDUCATION

BACHELOR OF ARTS
ECONOMICS [HONORS]

NAVABHARAT SHIKSHA
PARISHAT[ORISSA] **2013 – 2016**

VISA STATUS

ON FAMILY VISA

EXPERIENCE

IRHA BUSINESSMEN SERVICE - Dubai, UAE

ADMIN COORDINATOR

[MAR 2022 TO TILL DATE]

- Communication and coordination with the Corporate Service Manager (CSM) to ensure each task is completed properly with a high degree of client satisfaction.
- Maintaining and organizing records, such as employee records, client's records, financial records, and other administrative records.
- Preparing reports such as daily, Monthly and MIS Reports.
- Managing and overseeing administrative processes such as managing office supplies & budgets maintaining office equipment, and other administrative tasks.
- Coordinating with clients, related company formation & business account queries and documentation.
- Processing company renewals, amendments, Dubai municipality registration, approval and anything related to the Business as required by the UAE authorities.
- Coordinating PRO works with concern staffs and team.
- Coaching and motivating new employees and guiding existing employees.
- Processing various Employment/ Administrative/ Immigration/ Investor related tasks in relevant UAE authority platforms.
- Processing personal and corporate bank accounts opening, bank accounts closure and any other banking-related services.
- Promote highly positive and efficient teamwork, coordination and cooperation with the whole team.

SKILLS

- Confident & Strong communication
- Customer relationship development & management
- Excellent inter-personal skill
- Well-versed in letter drafting
- Time management
- Project management skills
- Excellent knowledge of Microsoft Tools.
- Building customer loyalty
- Organized & Multi-tasking

AWARDS & APPRICIATIONS

- Sales Captain - Regional Winner(Maruti Suzuki Regionaltitle Competition)2019
- Hyundai Motor India Ltd Skill contest - Qualified from Regional to all India-2016-2017
- Sales Expert (Maruti Suzuki Regional title competition) - 2009
- Best Performer of theyear 2008-2009

ACCOMPLISHMENTS

- Supervised team of 6 staff members in Popular Hyndai.
- Supervised 4 departments in Indus Motors.
- Exceeded the Indus motors Company's sales goal by 150% by providing proactive and effective customer service.

LIFELINEHOSPITAL - Sohar, Sultanate of Oman

ADMIN EXECUTIVE - CORPORATE

[MAR 2020 TO Dec 2021]

- Tracking and monitoring the corporate contracts ontimely basis.
- Responsible for auditing the accuracy of facility billing, Track and maintain the total account receivables for the facility.
- Replying to all the corporate related mails and queries.
- Organize and supervise other office activities.
- Monthly invoice submission as per contract related to corporateclients.
- Preparing comprehensive reports.
- Managing large database with the help of excel formulas like **VLookup, Pivot**, formulas etc...
- Managing all the day to day administrative worksrelated to corporate and accounts department.
- Manage schedules and deadlines.
- Act as main point of contact between the managementand the corporate clients.

INDUSMOTORS (MARUTI SUZUKI) Calicut, India

SHOWROOM MANAGER [DEC 2016 TO JUN 2019]

- Handling showroom sales team & their sales targets.
- Maintaining Showroom displays as per SOP.
- Answer clients' equations and address problems.
- Daily, Weekly, Monthly target plans and reports checking and supporting team for achieve their target with all parameters.
- Managing a team of 15+ employees from various departments and providing training on job and off job.

POPULAR HYUNDAI Calicut, India

SHOWROOM TEAMLEADER [DEC 2012 TO DEC 2016]

POPULAR VEHICLES Ltd (MARUTI SUZUKI)Calicut, India
TERRITORY HEAD [OCT 2010 TO OCT 2012]

PHOENIX CARS INDIA (VOLKSWAGEN CARS)

Calicut. **SENIOR SALES CONSULTANT (SHOWROOM)**
[FEB 2010 TO SEP 2010]

INDUS MOTORS (MARUTI SUZUKI) Calicut, India

SHOW ROOM SALES EXECUTIVE
[SEP 2005 TO JAN 2010]