

PRIMA SANCTIS

EXECUTIVE SECRETARY

Dubai | M: +971544327019, M: +971588053645 | primasanctis50@gmail.com

[in www.linkedin.com/in/primasanctis](https://www.linkedin.com/in/primasanctis)



Work Experience

Executive Secretary

June 2017 - Present

One and Only Royal Mirage, Dubai

- Ensure all outgoing correspondence is **typed, proof read and dispatched** to the highest possible standard.
- Maintaining Executive Chef's **agenda** and assist in planning appointments, meetings etc.
- Review all **incoming mail** and prioritize before forwarding to the Executive Chef.
- Act on routine standardized correspondence and inform the Executive Chef accordingly.
- Keep **calendar constantly** updated to facilitate appointment and meeting schedules.
- Making travel arrangements.
- Establish and maintain various filing / records / database of business contacts, trace pending items and follow up as appropriate.
- **Compose letters** on behalf of the Executive Chef.
- Attend **meetings, record, write and distribute the minutes** and follow up on action items.
- Handle **confidential information** in a professional and discreet manner.
- **Coordinate internally/externally** to facilitate smooth communications between the executive and other executives, managers, and employees.

HR Officer

August 15 - July 16

Creative Design Furniture and Interior Fit-Out Company, Hidd, Bahrain

- Assisting in **planning the manpower allocation** and forecasting in coordination with other departmental heads/managers.
- Calling **potential candidates** and scheduling an interview with them and also interviewing them.
- **Testing** potential candidates.
- Facilitate the creation of the **organizational chart, job description** for all functions in the organization
- Ensuring that the personnel performs work in conformity with the QHSE policy of the company **maintaining appropriate records** of education, training, skills and experience. **Monitor and arranging for employment visa.**
- Monitor **attendance and register employees** on time attendance and AX registration Maintaining and updating employee records and filing them in a structured way.
- Monitor and record **overtime hours** for employees.
- Administering **leave and loans/cash advances** of the employees and labours. Assist in processing government related permits for employees and factory and other related tasks

Education

Bachelors of Commerce (Graduation)

2011 - 2014

St. Agnes College

Information Technology (Certification)

- May 2014

ICAI, Mumbai, India

ICAI (Institute of chartered Accountancy of India) Mumbai, India - April 2014

OBJECTIVE

Being a committed team player, want to be a part of the renowned organization to contribute towards the growth of the organization. I would also like to put my expertise and capabilities to the best possible use.

Skills

Presentation and communication



Excellent communication and interpersonal skills

Leadership



Strong motivational and leadership personality

Hard worker and fast learner



A quick learner with a "can do" attitude, hard working and approachable

TECHNICAL SKILLS

- Proficient in MS Office
- Working knowledge of ACE, Cataraese and Shopify.com, working knowledge of AX Dynamics and Micros.
- Operating system: Windows 10

PERSONAL INFORMATION

Age: 24 years
Nationality: Indian
Visa status: Resident Visa (Transferable)

Hobbies: Reading
Languages Known: English, Hindi, Marathi and Konkani

