



AMY BABY

Administration & Operations

Education

Bachelors in Commerce from M.G University (Kerala) in 2013

Standard XII from State board of Kerala for secondary education in 2010

Standard X from State board of Kerala for primary education in 2008

Experience Summary

- **Dream Health Supplements – Dubai**
Office Manager – **March 2023 to Till date.**
- **Zeta Concepts Carpentry – Dubai**
Documentation Assistant (Work from Home) – October 2021 to January 2023 – **1 Year 3 months**
- **Ambition Group of Companies - Dubai**
Executive Secretary, March 2018 – March 2020 Period: **2 Year**
- **Ethic Soft Technologies Pvt Ltd/ Inn Tech Solution**
Accounts/Office Administration, Associate Period: **2.5 Year**
- **Babu Mathew & Associates (Auditing Firm)**
Accounts Assistant, Period: **6 Months**

Skills

- Performing Corporate administrative duties and reporting to senior management.
- Greeting guests, answering calls, Copying, scanning, faxing documents, as well as taking notes and minutes of meetings.
- Ordering office supplies and replacements, Managing mail and courier services. Supervising work of office assistants/ drivers.
- Making travel arrangements. Scheduling appointments, maintaining calendar and sending reminders.
- Typing, formatting and editing reports, documents and presentations. Arranging for corporate events, preparing facilities, if required
- Maintaining databases and keeping records. Managing internal and external correspondence on behalf of senior management.
- Arranging for basic documents fill up and control.
- Assisting with HR, Accounts, PRO related tasks (maintaining accurate and up to date human resource and documentation, assisting with recruitment procedures and policies preparation etc.)
- Assisting with implementing and record keeping of HR software.
- Handling and keeping records of petty cash expenses.
- Assisting senior management with personal administrative tasks.

Profile

To fulfill the job responsibility as a committed team player, and to contribute wholeheartedly in the development of the organization, thereby providing mutual growth and learning. Special attributes include clear and concise communication skills, ability to motivate people and effective interpersonal and effective presentation skills.

Contact

+971 545 316 357

Nationality: Indian

Email:

amy111192@gmail.com

Visa Status: Employment Visa

Languages Known:

English, Malayalam

Systems knowledge

Operating systems

Windows XP

Windows 8 and 10

Applications

MS Office (Word, Excel, Power Point, Outlook)

Quick Books

Zoho

Tally ERP 9.2

Professional Experience:

➤ **Dream Health Supplements – Dubai – March 2023 to Till date**

- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary
- Preparing sales invoices, receipts, and payments vouchers
- Engage in online sales.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

➤ **Zeta Concepts Carpentry – Dubai – (Work from home)**

- Data entry work using quick books

➤ **Ambition Group of Companies – Dubai – 2 Years**

- Performing Corporate administrative duties and reporting to senior management.
- Greeting guests, answering calls.
- Copying, scanning, faxing documents, as well as taking notes and minutes of meetings.
- Ordering office supplies and replacements.
- Managing mail and courier services.
- Making travel arrangements.
- Typing, formatting and editing reports, documents and presentations.
- Maintaining databases and keeping records.
- Scheduling appointments, maintaining calendar and sending reminders.
- Managing internal and external correspondence on behalf of senior management.
- Arranging for basic documents fill up and control.
- Assisting with HR, Accounts, PRO related tasks (maintaining accurate and up to date human resource and documentation, assisting with recruitment procedures and policies preparation etc.)
- Assisting with implementing and record keeping of HR software.
- Maintaining and updating website and corporate social networks.
- Handling and keeping records of petty cash expenses.
- Arranging for corporate events, preparing facilities, if required.
- Assisting senior management with personal administrative tasks.
- Supervising work of office assistants/ drivers.
- Preparing sales invoice, receipts, payments vouchers, and LPO.
- Filing of UAE VAT returns for timely completion and ensuring statutory compliance.
- Preparing payroll management and final settlements.
- Maintaining official properties, vehicles, billing/rentals & taxes, security & safety.
- Outsourcing, vendor's Management, negotiations & contracting, ensuring quality service delivery.
- Reviewing quotations of identified technical and commercial specifications received from the vendors and suppliers.
- Payment follow-up
- Monitoring cash to avoid unnecessary expenses
- Monitoring Visa and insurance process of employees.
- Managing day to day operations of the office.

➤ **Ethic Soft Technology / Inn Tech Solution (Ernakulum - Kerala)**

- Both companies under same management
- Act as an intermediary between client and operational teams.
- Assist the accounting department for making salaries of employees.
- Handle petty cash expenses.
- Record revenue, expenses and payroll entries.
- Monitoring of daily sales.
- Monitoring availability of stock in system.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Preparing sales invoice, receipts, payments vouchers and LPO.
- Project document preparation.
- Assist to associate director.
- Management of office equipment.
- Organizing, arranging and coordinating meetings.
- Managing clerical and other administrative staff
- Maintain fixed assets register and proper valuation.
- Preparing TAX filing reports

➤ **Babu Mathew & Associates (Chartered Accountancy Firm - Kerala)**

- Assist in-charge in obtaining all necessary audit working paper, documentation including researching and documenting facts and findings.
- Prepare audit working papers.
- Involved in producing and analyzing year-end financial accounts.
- Assisted treasury team in doing bank reconciliation
- Analyze and evaluate the accuracy of accounting systems and procedure.
- Prepare audit paperwork in accordance with standards and requirements.
- Check and inspect the accuracy of accounts receivable and payable ledgers.

Personal Details:

Name:	Amy Baby
Sex:	Female
Date of Birth:	11 November 1992
Religion:	Christian
Nationality:	Indian
Marital Status:	Married

Declaration:

I, Amy Baby, hereby confirm that the above information's are genuine to the best of my knowledge.

Date:

Place: United Arab Emirates – Dubai