

JAYVEENA NATVARLAL

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PROFESSIONAL SUMMARY

Passion for work drives me to success in my career. Being a professional with the right attitude, enthusiastic, challenging and administration as my choice of subject makes HR & Recruitment/ Assistant Manager/Administration and Procurement operator as a choice of my career. As a part of my career enrichment, I would like to take part in innovative projects/ assignments and improve my knowledge in concerned field and utilize my talents for the individual as well as common goal achievement.

WORK EXPERIENCE

Office Administration Manager

Feb 2020 - Present

Noor Al Yathrib General Trading LLC • Dubai, United Arab Emirates

- Identify and find customers that match the retail target.
- Preparing salary sheet for office staff and process salaries as per company law in U.A.E
- Prepare VAT report, keeping day to day transactions, enter the all expenses in ERP Freespace, preparing invoice, credit note, maintain petty cash and bank related all work.
- Responsible for all bank related work, administration, assist PRO for all activities related to visa & immigration
- Handling confidential documents by ensuring they remain secure.
- Taking quotes from vendors according to customer enquiry,
- compare and analyze price and availability from each vendor and negotiate better price.
- Update internal stock details.

Assistant Manager Administration

DEC 2013 – JAN 2020

BAYSAN Technical Works LLC • Dubai, United Arab Emirates

- Sort the CV and recruit the candidate on the basis of criteria.
- Maintain daily account operations and complete the systematic account log.
- Monitors petty cash, prepares personal and departmental accounts.
- Prepare and submit invoice, time sheet and quote.
- Prepare and pay the wages of all employees in accordance with United Arab Emirates.
- Coordination and management of worker engagement at any site.
- Make follow-on payments.
- Collection and deposit of cheque and delivery of invoices to customers.

Independently administer several assigned responsibilities such as PRO work, Accounts, handling staff and labors, finding the new contract, sale, preparing and submitting invoices, bank related work and other correspondence as per the directive of management.

EDUCATION

Bachelor of engineering Computer Science Engineering
Oxford Engineering College • Trichy, India

Jun 2010 - Apr 2013

From Anna university with First class.

Diploma in Computer science engineering
PNRM Polytechnic College for girls • Trichy, India

Jun 2007 - Apr 2010

From DOTE Board with First class With Distinction.

Secondary School Certificate
Sri Jayendra Matric Higher Secondary School • Trichy, India

Jun 2002 - Apr 2007

From Matriculation Board with First Class.

SKILLS

- Energetic, Friendly, Pleasant, Outgoing, Success/Result-Oriented, Enthusiastic
- Good written/verbal communication – Proficient in presentation, writing and/or editing manuals, coordination and active.
- Proven aptitude in problem solving.
- Can operate independently and as part of a team.
- Computer skills, including the ability to operate the computerized accounting, spreadsheet and word processing program at a highly proficient level.

PERSONAL DATA

- **Date of Birth:** 18th June 1992
- **Nationality:** Indian
- **Passport:** X 3188667
- **Languages Known:** English, Gujarati, Hindi and Tamil
- **Visa Status:** Employment Visa
- **Visa Validity:** 17th October 2024

DECLARATION

I genuinely declare that all the facts mentioned above are true to my faith, and I am answerable for its accuracy.