



RICHA RATRA

Administration & Coordinator

A Multi-skilled and tactful professional with experience of over 12 years as Admin, exhibits exceptional managerial, admin skill and capable of handling the aspect related to housekeeping, security and total maintenance instrumental in handling all the resourcing needs of an organization.

Experience

Graphisads Limited

Administration & Front Office

Jun 2022 - Aug 2023

- Create PPT for Presentation and update accordingly
- Organize and Handled Events of Young Indian which is part of Confederation of Indian Industry (CII).
- Strong supervisory and leadership skills. Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Handled social media of young Indian update and upload event wise.
- Maintained office staff details list and update accordingly. designing Invites, Mailer and newsletter from creative team.
- Handle sensitive information in a confidential manner. Share weekly reports with director.
- Greet clients and visitors with a positive, helpful attitude. Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Able to contribute positively as part of a team, helping out with various tasks as required.
- Prior experience as a receptionist or in a related field.

E-Homes Designarch Pvt Ltd, DASNAC Group

Admin & Co-ordination

Date :- 2017 to Jun 2022

- Coordinate office activities and operations to secure efficiency to company policy.
- Handled post sales clients file and maintain. Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers .

Contact



+971-558356552



richaratra.rocks@gmail.com



Manchester Tower, Marina,
Dubai

Education

● Graduated (B.A HONS) from
Delhi University
2011-2014

● MASTER DEGREE (Political
science)
2015-2017

Language

- English - Fluent
- Hindi - Native

Skills

Organized	● ● ●
Communication	● ● ○
Teamwork	● ● ●
Meeting deadlines	● ● ○
Critical thinking	● ● ●

- Comprehensive knowledge of school administration.
- Skilled in planning and setting policies of organization.
- Ability to supervise, instruct, and guide teachers.
- Exceptional skills in preparing budget and creating a vision for a school.
- Excellent communication and organizational skills.
- Adept in working with computer.
- Supervisor skills.
- Stock and record Maintenance

Interest

Listening Music
Traveling
Jogging and Running
Gardening

- Developed relationships with customers, vendors, and guests to present the company in a professional manner.
- Supported office staff by organizing company events, meetings, and scheduling Sending reminder Mails and calls to existing buyers for upcoming Payment.
- Data ownership (maintenance and communication of agreed data standards, on-going data cleansing, data transformation and loading and regular monitoring of data quality.
- Research and assemble data and Maintain client Walk-in data.
- Resolve a full range of internal and external customer requests.
- Experience developing, documenting and analyzing processes, procedures, and/or policies.
- Maintaining the functional areas of data management, forecasting, deal registration, contacts, leads, campaigns, opportunities, quotes, dashboards, and reports

● Nannadi Foundation, Nanhi Kali Project (NGO).
Admin & Coordinator

Date :- 2011 to 2017

- Prepare and administer regular subject tests to 24 students, complete with detailed quarterly progress reports for parents
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- Create and adapt lesson plans according to students' academic needs, including both individual and group work.
- Established an open-door policy for 6:30-8:00 am parent/teacher conferences three days a week.
Lesson planning and delivery in the line with national curriculum.
Collect School data and maintained MIS category wise.

PERSONAL DETAILS

DATE OF BIRTH: 27-12-1992
NATIONALITY: INDIAN
MARITAL STATUS: Married
PASSPORT NUMBER: Y6265797

Visa Status:**Holding Personal Visa (Valid till Dec 2025)**

I hereby declare the above written particulars are true to the best of my knowledge and confidence.

Place: Dubai

Date: