

SURAJ VARBE

Admin Coordinator



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Al Rafa, Burdubai, Dubai, UAE

EDUCATION

Intermediate

Nepal Examination Board in 2013

SLC - 2011

Kanchanjunga English High School

Diploma - 2015

Operating System, Pacific IT college

EXPERTISE

Ability to multi task

Organizational skill

Analytical

Problem Solving

Detail Oreinted

SKILLS

SAP

PALM (ERP)

CAFM System

CRM

Nationality: Nepalese

LANGUAGE

English

Hindi

Nepali

A team player with the initiative to work on my own with minimum supervision. Very proactive and quick learner, work well under pressure and adaptable to a new environment, situations and challenges. Maintained a professional manner with excellent communication skills at all levels. Self-motivated with the drive and determination to achieve desired goals both at work environment and socially

Experience

● July 2021 - Present as Admin Coordinator

National Trading & Developing Enterprises

- Maintain administrative workflow by studying processed, implementing cost reductions and developpoing reporting procedures.
- Inventories and order office supplies.
- Serve as liasion with technical support staff for office equipment.
- Assist in preparation of reports and presentations and aids in budgeting process.
- Typing documents & distributing memos.
- Handling incoming/outgoing calls, correspondence & filing.
- Faxing, printing, filinig & scanning.
- Raising purhcase orders & invoice trackings.
- Arranging meetings & conferences.
- Updating, processing & filing of all documents.

● 2019 May - 2021 June as Admin Assistant Green Point Technical Services LLC. by DAMAC

- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
- Act as the point of contact for internal and external clients.
- Develop and maintain a filing system.
- Assist in the preparation of regularly scheduled reports.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Organize and schedule appointments.

● 2017 Sept. - 2019 May as Coordinator Aswaar Security Services LLC.

- Communicating with clients or employers about project, event or campaign expectations and goals.
- Delegating tasks to appropriate team members
- Liaise with clients to gauge their needs.
- Contact vendors for outsourced services.
- Receive phone calls and respond to emails from clients.

Declaration: I here by declare that above mentioned particulars are true & correct to the best of my knowledge.