

SENIOR EXECUTIVE ADMIN AND OPERATIONS

Mahjabeen Fatima

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6302836703



SUMMARY

Single POC for Office management, HK management, pantry boys management and security guard management. Monthly A. M. C, opex and enrollment of new vendors, negotiations, organizing, maintaining, executes, procurement and supply chain.

SKILLS

Advance diploma in ms office

EXPERIENCE

From: Oct-2017

Ipac

Senior Executive operations

Single poc as an Admin and operations sr. Executive. Over all office admin management, House keeping management, pantry boys management, Cross checking the attendance of support staff and Approving the same, security guard management, Placing orders of stationery, coffee consumables, HK consumables, opex monthly invoices and billing.

Jun-2011 - Aug-2013

Cox and kings Ltd.

Admin

Front Desk management
Taking care of incoming calls, courier management, HK management, pantry boys and security guard management.
Hr coordination, New joiners formalities
Joining and exit formalities, Documentation.
Office admin management, inventory and events management.

EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
B. Com	Sree vani women's degree college	Osmania	65 %	2015

ACHIEVEMENTS

won the award as an employees welfare committee member.

STRENGTHS

My loyalty, positive nature, decision making skills and team building.

AREAS OF INTERESTS

Administration

HOBBIES

Reading and playing badminton

PERSONAL DETAILS

Address	Tolichowki Hyderabad, Telangana, 500008
Date of Birth	04/09/1989
Gender	Female
Nationality	Indian
Marital Status	Married
Languages Known	English, Hindi, Telugu and Urdu

REFERENCES

Praneetha

HR	lpac
919676393433	praneetha@gmail.com

Rupali

Sr. Analyst	lpac
917980921258	

DECLARATION

The above mentioned information is correct as per my knowledge.



Mahjabeen Fatima