

MADHU PADMAKARAN

Sharjah-UAE



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Visa Status: Employment Visa

Nationality: Indian

INTRODUCTION:

A Master's in Business Administration & holding Diploma in Executive Personal Secretarial Course, and having a vast experience in Secretarial, Administrative & Project Management fields.

Seeking an appropriate position that will challenge and utilize my education, experience, ability and acquired skills to positively impact the company performance and its goal.

WORK EXPERIENCE:

Executive Assistant to CEO & Group CFO February, 2019 to Present

Saudi German Hospital Group, Corporate Office, Sharjah-UAE

(A prominent Hospital & Healthcare Groups in Middle East & North Africa)

Key Responsibilities:

- Performing highly sensitive and confidential administrative and secretarial support to CEO/Group CFO.
- Manage, coordinate and maintain calendar of CEO/CFO including appointments, meetings and travel.
- Responsible for organizing of internal and external meetings on behalf of the CEO/CFO ensuring all necessary requirements are made e.g. meeting venue, equipment, presentations, prepare agendas.
- Answer inquiries independently, follow up with other departments to ensure that requests are carried out
- Works closely and effectively with the CEO/CFO to keep his well informed of upcoming commitments and responsibilities.
- Handle and prioritize all group hospitals' outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Prepare correspondence to various customers/clients as & when advised by CEO/CFO.
- Responsible for organizing travel including flights, visa requirements, hotel accommodation, meeting schedules while travelling and completing expenses.
- Secretarial support for meetings as and when required by the CEO/CFO, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post meeting.
- Performs general administrative/clerical duties to include but not limited to; transcribing dictation, scanning, copying, faxing, filing, and data entry.
- Contributes to the excellent reputation of the CEO/CFO's office through professional, friendly and respectful interactions internally and externally.

HIGHLIGHTS:

- ✓ With over **16 years** of working experience in the field of **Secretarial, Office Administration, Project Management, Document Controlling** with impressive track records of success.

CAREER PROFILE:

- ✓ **Executive Assistant** at Saudi German Hospital Group, Sharjah-UAE
- ✓ **Executive Assistant cum Project Administrator** at SDC Group Inc. Dubai-UAE
- ✓ **Executive Secretary** at LG Video Home, Doha-Qatar
- ✓ **Personal Secretary** at Shah & Associate, CA, Ahmedabad, India
- ✓ **Personal Secretary** at Core Healthcare Ltd., Gujarat, India

QUALIFICATIONS:

- ✓ **MBA (Business Administration)**
- ✓ **BA (Economics)**
- ✓ Diploma in **Personal Secretarial Course**
- ✓ Diploma in **MS Office & Internet**

AREAS OF SKILLS:

- ✓ Administrative & Secretarial
- ✓ Executive Service
- ✓ Project Management
- ✓ Project Coordination & Presentation
- ✓ Computer Literate
- ✓ Organizational & Time Management
- ✓ Business Correspondence
- ✓ Document Controlling
- ✓ Time Management
- ✓ Basic Accounting

Executive Assistant cum Project Administrator
Reporting to Director

Aug,2007 to Dec,2018

SDC Group Inc., Dubai-UAE
(A UK based Project Management Company)

Earlier, was working as a "Sr. Project Secretary cum Document Controller" with the same above company at Doha-Qatar.

Key Responsibilities:

- Providing secretarial and administrative service to the Director and Head Department.
- Maintain Director's schedules & calendars, diary management, arrange and confirm appointments, and reminder of important meeting & events in time.
- Handling self-correspondence to various clients through email on behalf of the Director and coordinating with various departments.
- Prepare & keeping confidential and sensitive documents for Director & Company.
- Preparing of project various reports, agenda for meeting, minutes of meeting, internal memo, tender documents, proposals and project presentation as advised by Director.
- Handles the scheduling of meetings with clients, confirmation of attendees and arrange venues of the meeting. Liaison with other Managers and Department Heads.
- Managing travel arrangements, hotel bookings and visa arrangements. Prepares itineraries, and compiles & maintains travel vouchers and records.
- Keeping company accounting, handling petty cash & maintain cash records, liaison with bank and financial institutions, preparing invoices, preparing salary of employees etc.
- Preparing mails to clients, regular follow-up of pending matters, appointment & meeting with clients, attending telephone calls etc.
- Maintaining Document Control Systems through Primavera Expedition-PCM (logging, preparing forms & letters, taking regular PCM back-up AND giving training to Project Staff regarding basic Document Control System)

Executive Secretary to Executive Director

Jan,2006 to Jul,2007

LG Video Home, Doha -Qatar

Key Responsibilities:

- Provide secretarial and executive services to Executive Director (ED) and other Depts.
- Sustain highest degree of confidentiality, and follow up on issues at the office with ED.
- Maintaining Director's calendar and help him Time Management.
- Prepare confidential and sensitive documents.
- Organize and coordinate meetings, conferences and provide required admin assistance during the meeting.
- Receive, direct and relay telephone messages and fax messages.
- Regular follow-up of pending matters, appointment and meeting with local & international clients.
- Arrangement of Travel & Hotel Reservation.
- Preparing mailing to customers as well as other internal mailing through e-mail/fax.

CORE COMPETENCIES:

- ✓ Excellent Communicator
- ✓ Master of Time Management
- ✓ Strategic Planning
- ✓ Organized & Detail-Oriented
- ✓ Office Management & Organizational Skills
- ✓ Work experience in Multinational Company
- ✓ Leadership & team work
- ✓ Ability to handle multi-task

COMPUTER SKILLS:

- ✓ Well versed with systems like latest Windows Applications,
- ✓ MS Office (Word, Excel, PowerPoint),
- ✓ Primavera-6 (Primavera Expedition)

LANGUAGES SKILLS:

- ✓ English,
- ✓ Hindi
- ✓ Malayalam
- ✓ Gujarati

PROJECT EXPERIENCE:

- ✓ **Summerland Hotel Project, Beirut-Lebanon** (2008 – 2013), managed by Kempinski.

Assigned as "Head Project Coordinator".

- ✓ **Barwa City Project (New Doha Project), Doha-Qatar** (2007 – 2008), owned by Qatar Govt.

Assigned as "Project Secretary cum Asst. Document Controller".

HOBBIES:

- ✓ Reading
- ✓ Music
- ✓ Cricket & Football
- ✓ Gym & Yoga

REFERENCES:

Mr. A.V. Thomas

Group CFO
Saudi German Hospitals Group
Corporate Office, Sharjah-UAE.
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Mr. Artin Basirov

Chief Executive Officer
SDC Group Inc., UK
Mob: +44 7973 122818
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PERSONAL DETAILS:

- ✓ Date of Birth : **18 April, 1975**
- ✓ Passport No : **M8923054**
- ✓ Visa Status : **Employment**
- ✓ Nationality : **Indian**
- ✓ Domicile : **Kerala**
- ✓ Marital Status : **Married**

Personal Secretary to Sr. Partners

Aug,1998 to Dec,2005

Shah & Shah Accociates-Chartered Accountant, Gujarat -India

Personal Secretary to Ex. Director/Vice President

Jan,1996 to Jul,1998

Core Healthcare Limited, Ahmedabad, Gujarat -India

PROFESSIONAL QUALIFICATIONS:

- Diploma in **Personal Secretarial Course** from Jivan Jyoti Institute, Ahmedabad, Gujarat, India.
- Diploma Course of **Ms-Office (Office-2007) and Internet**, from Ahmedabad Management Association (AMA), Ahmedabad, Gujarat, India.
- Certificate Course of **Computer Literature of Web Technology**, from Arvind Mills Limited, Gujarat, India.
- Training Course of **Primavera-Expedition (PCM)** (A software using in Construction/Engineering field for Document Controlling System) from CMCS, Dubai-UAE.
- Certificate Course of **Primavera-6** from Oscar Cultural Institute, A Dubai Govt. affiliated institution, Dubai.
- Passed **Typewriting speed of 60 w.p.m.**, from Govt. of Gujarat, India.
- Passed **Shorthand (Stenography)** with speed of 80 w.p.m.