

# **Renu Mitran Kothai**

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## ***Career objective:***

*Confident of working with commitment & involvement, generate results to the satisfaction of my superiors. Looking for placement in Management cadre with better emoluments and perks.*

## **Academic Qualification**

- *Graduate – B Com*
- *Diploma in Computer application-*
  - *MS Windows*
  - *Word*
  - *Excel*
  - *PowerPoint*
  - *Email/Internet*
- *Telephone Operating Course*
- *Typewriting (30,40,50)w.p.m*

## **Languages known**

- *English, Hindi, Marathi, Malayalam, Tamil.*

**Total Work Experience** : *20 Years.*

- *Working in M/s. Onyx Building Systems, Sharjah, U.A.E, in the capacity of Administration Assistant cum Secretary - March 2007 till 31<sup>st</sup> July 2009.*
  - *Applying for Visa and following it up*
  - *Informing the candidate about the visa by faxing or sending mail*
  - *Typing appointment letter. Arranging transport and accommodation.*
  - *Arranging for insurance and medical*
- *As secretary in Civil Department – At present Handling 8 sites*
  - *Preparing Documentation, Submittals, MR, visiting the site, site requirements*
  - *Workers Attendance and OT*
  - *Submitting Sub-contractor Invoices and following up with the payment*
  - *Output of all the sites on monthly basis*
  - *Arranging concrete and other materials as per site requirement.*
  - *Sending letters to the subcontractor, suppliers as and when needed.*

- *All other clerical works related to civil project.*

### **Experience**

- *Worked at M/s. J.K. Lakshmi Cement Ltd, Mumbai, in the capacity of Assistant-cum-telephone Operator . Later on work as Secretary – April 1992 to February 2007 – Total 14 years*

### **Nature of Work:**

- ◆ *Attending Incoming and outgoing calls.*
  - ◆ *Maintaining Dispatch register*
  - ◆ *Faxing and sending mail*
  - ◆ *Attending the visitors*
  - ◆ *Arranging meetings and ticket bookings*
  - ◆ *dictation from GM( Finance) and Manager( Co-ordination)*
  - ◆ *Preparing the statement of guest house expenses and visitors stayed.*
  - ◆ *Weekly office expense and guest house expenses.*
  - ◆ *Preparing cheques, invoices, expenses statements and vouchers*
  - ◆ *Preparing cheques of ESIC and P.Tax and yearly assessment*
  - ◆ *Reconcile of bank statement*
  - ◆ *Car maintenance and its expenses on monthly basis*
  - ◆ *Filing, maintaining records*
  - ◆ *Receiving FDR cheques and depositing in the bank*
  - ◆ *All other clerical works*
- *Worked at M/s. AIRSERCO Pvt. Ltd as Clerk-Cum-Typist-Cum-Operator, Mumbai for 2 years. Later on designated as Accounts Assistant - September 1987 to March 1992- 5 years.*

### **Nature of Work**

- ◆ *Attending Incoming and outgoing calls.*
- ◆ *Maintaining Dispatch register*
- ◆ *Faxing and sending mail*
- ◆ *Attending the visitors*
- ◆ *Arranging meetings and ticket bookings*
- ◆ *Maintaining Books of Accounts.*
- ◆ *Preparation of cheques, invoices, expenses statements, vouchers*
- ◆ *Dealing with customers.*
- ◆ *Other clerical works.*

### ◆ **Strength**

- ◆ *Dedicated*
- ◆ *Sincere*
- ◆ *Cooperative with the co-workers*

◇ Create a very friendly working environment

**Personal Details**

*Husband's name* : ***Mr. Mitran B. Kothai***  
*Place of Birth* : ***Mumbai***  
*Nationality* : ***Indian***  
*Religion* : ***Hindu***  
*Visa Status* : ***Employment Visa (FREE ZONE)***

**Passport Details**

*Passport No* : ***B5474788***  
*Place of Issue* : ***Thane, Maharashtra***  
*Date of Expiry* : ***11.06.2011***