

Ms.Violet Serrao

5/A, 203 Newpanchdeep Co.op.Hsg.Soc. Ltd,
Manisha Nagar, Kalwa,
Thane (West)-400605.
Contact Nos 9321586490
Email : v_serrao@rediffmail.com.

A smart lady with 18 years of experience with varied exposure in marketing, manufacturing and secretarial functions

***Objective* :**

To work, grow and pride in an organization, which offers a challenging work environment with human touch and acquired skills to strive and excel.

***Interpersonal skills* :**

Team works eagerness to learn, accepting challenging assignments where there is potential and scope for growing and learning new things.

***Work experience in detail* :**

1) Name of the organization : GEE Limited
Brief about the company :

GEE Limited is the largest manufacturer of welding consumables having immense manufacturing plants at Thane, Kalyan & Kolkata. With a turnover of Rs. 250 crore per year.

Designation	: Secretary to Executive Director
Period	June 2009 till date.
Reporting to	: ED

Secretarial Duties :

○ Job Responsibility

- Fixing an appointment with Clients and suppliers.
- Self correspondence.
- Handling all inward/ outward correspondence in a proper system.
- Scheduling and supervising appointments, events, meetings, etc.
- Arrangement for meeting, preparation and circulation of agenda, attending meeting, etc.
- Secretarial functions which includes dictations, self-correspondence for administration, sales, marketing, purchase, accounts & finance and attending telephone calls..
- Updating of databank, personal records, filing and maintaining of important documents and keeping secrecy of records, Laboratory material testing.
- Regularly updating on Global & Indigenous tenders for Oil companies, Refineries, Cement companies etc.
- Client and visitors management, making reservation for dining, parties, etc.

- **Worked on following projects :**
 - Kuwait Oil Corporation Ltd, Kuwait
 - Kuwait National Petroleum Company, Kuwait
 - Petroleum Development of Oman, Oman,
 - FTV Proclad Ltd, UAE.
 - ADCO, ADMA, ADGAS, ADNOC, NPCC, co-ordinating with our authorized dealers in Kuwait, Dubai, Sohar and Muscat.
- **Administrative & activities :**
 - Maintaining all files, records related with clients, suppliers, transporters, contractors, etc.
 - Fixing of rates with transporter for transportation of goods all over India.
 - Coordinating with all the clients & staff in absence of any members of the management level.
- **Sales & Marketing Activities :**
 - Preparation of quotations, follow-up for orders, follow-up for completion of orders.
 - Follow-up with factory people for samples & dispatches and co-ordinate the same to the sales managers and dealers all over India.
 - Maintaining visit reports of Sales & Marketing managers.
 - Recording and forwarding Customer Feedback forms.

2) **Name of the organization** : Allana Group of Companies
 Allana was into exporting of Food, Meat, Fruit pulps & manufacturing of Coffee and Chocolates.

Designation : Secretary to GM-Logistics.

Period : April 2007 to 2009.

○ **Secretarial Duties :**

Job Responsibility :

- Responsible for managing all office supports jobs.
- Secretarial work for General Logistics (Transportation Div).
- Surveillencing Trailer & Container movements with in India.
- General follow up for the payments, keeping payment status, bill passing and checking.
- Administration work-office Housekeeping, maintenance of the office premises (specially the parking lot for management) destination, guest house requirements, travel booking,
- Maintaining and managing in-house plants.
- Visiting Transporter for their services at different factories, locating their runs for checking up for their patrolling & fueling.

3) Name of the organization :Rasam Group of Companies.

Designation : Customer Accounts Executive and Sales promotions.

Period :December 2000 to 2007.

○ **Accounts Executive Duties :**

- Clients servicing.
- Discussing the job creativity and handling all the art work.
- Designing the art work for pharmaceutical company for the drug packing requirements.
- Coordination with different banks and associates for the legal advisory artwork.
- Operating of the EPABX Systems 14+10.
- General accounts works-follow up for the payments, keeping payment status, bill passing and checking.
- Administration work-Office Housekeeping, maintenance of the office premises, AMC Co-ordination, guest house requirements, travel booking,
- Outdoor shooting for ad & commercial films

4) Name of the organization : Lokmat News Papers Ltd.

Designation : Office Assistants & Secretary to CMD.

Period : January 1996 to February 1999.

○ **Secretarial Duties :**

Job Responsibility :

- Responsible for managing all office support jobs.
- Secretarial work for Media Directors, General Manager, Regional Managers
- Events management.
- Arranging confidential tours for CMD, as he was Minister for State Affairs. Right from office (cabinet) thru' airport, flight take-off and landing and to his destination. This was all confidential besides his securities.
- General accounts works-follow up for the payments, keeping payment status, bill passing and checking.
- Administration work-Office, Housekeeping, Maintenance of the office premises, AMC Coordination, Guest house requirements, travel booking,
- Overall self correspondence or dictations.
- Scheduling upto the finalization of printing.

PERSONAL DETAILS.

Name : Ms. Violet Serrao.

Address : 5/A-203, Newpanchdeep Co-op. Hsg. Soc. Ltd,
Manisha Nagar, Kalwa, Thane(W)-400605.

Qualification : B.A. - 55% thru' Mumbai University
HSC - 52% Pune Board
SSC - 57% Pune Board

Passport No : Applied for and awaiting

Date of Birth : 6th January 1964.

Contact Nos : 9321586490

E mail : v_serrao@rediffmail.com

Sex : Female.

Nationality : Indian.

Languages known : English, Hindi, Marathi. Portugal.

Date :

Place : Mumbai.

(Ms. Violet Serrao).