

AMBER TRIPATHI

Lucknow, Uttar Pradesh, India • 91-8546091025 • Ambertripathi5719@gmail.com
8 Years of KSA & UAE Experience • **LinkedIn:** <http://www.linkedin.com/in/amber-tripathi-08241a1aa>



SUMMARY

Experienced Operations Assistant, Project Coordinator and Admin, proficient in documentation, expense tracking and recordkeeping. Successful at managing everything from maintenance to financial needs. Experienced with overseeing multiple projects simultaneously.

PROFESSIONAL EXPERIENCE

Project Coordinator & Admin

April 2021 – June 2022

Perfect Arabian Technical Services (Dubai, UAE)

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Operations Assistant & Admin

Oct 2016 – Jan 2021

Advanced Formwork Co. Ltd – Doka Company (Jeddah, Kingdom of Saudi Arabia)

- Prepared and proofread reports detailing operations activities.
- Managed and maintained file system covering expenses, reports and support documentation.
- Gathered, organized and modeled data to assist management in making key decisions.
- Understood key performance indicators and usage to drive results through factory-driven processes.
- Responsible for all the aspects of the commercial process from initial contact to sale.
- Recorded and monitored sales in line with agreed processes.
- Ensured products were purchased and delivered timely and recorded in the ERP system.
- Developed and maintained processes to review and audit invoice price against the contract price.
- Resolved discrepancies with the purchasing manager.

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- Constantly communicated with team to manage drivers to expedite effective handling, routing, and delivery.
- Completed administrative tasks resourcefully including paper and electronic filing systems.
- Coordinating staff and implemented company procedures.
- Ensure materials planning including shortage, procurement.
- Managed the Accounting Team to record and bill all invoices timely.
- Frequently inspected production area to verify proper equipment operation.
- Gathered, organized and input information into digital database.
- Generated reports detailing findings and recommendations.
- Devised and implemented improvements to reporting procedures.
- Collected, validated and distributed information to employees.

IT Support

Jun 2014 – Oct 2016

Zahran Business Center (Jeddah, Kingdom of Saudi Arabia)

- Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
- Monitoring and maintaining computer systems and networks.
- Responding promptly to resolve service issues and requests.
- Providing technical support across the company (in person or over the phone).
- Setting up accounts for new users.
- Repairing and replacing equipment as necessary.

SKILLS

- Inventory purchasing
- Document management
- Administrative support
- Project coordination
- Teambuilding
- Analytical and Critical Thinking
- Excellent Communication
- MS Office
- Good Telephone Etiquette
- Data Entry

PROFESSIONAL QUALIFICATIONS

MASTERS IN BUSINESS ADMINISTRATION AND FINANCE

[2019-2021]

Himalayan Garhwal University, Uttar Pradesh, India

BACHELOR OF ARTS

[2011-2014]

Dr. Ram Manohar Lohia Avadh University

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CERTIFICATES & ACCOLADES

- **GNP (Higher Diploma in System & Networking)** from **NIIT** - Uttar Pradesh, India.
- **Certified A+, N+ (Hardware Networking)** from **NIIT** - Uttar Pradesh, India.
- **The Fundamentals of Digital Marketing Certification** from **Google Digital Garage**.

LINGUISTIC SKILLS

- Arabic - Good
- English - Excellent
- Hindi - Excellent
- Urdu - Excellent

HOBBIES

- Learning
- Listening
- Socializing
- Experimenting

PERSONAL DETAILS

PASSPORT NO	M2355345
NATIONALITY	INDIAN
GENDER	MALE
CIVIL STATUS	SINGLE
WHATSAAP NO.	+971 523251157
ZOOM	Ambertripathi5719@gmail.com
Microsoft Terms	Ambertripathi5719@gmail.com