

SHAMILI LOUIS

Sharjah

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CAREER OBJECTIVE:

To be associated with a progressive organization that gives scope to apply my knowledge and skills in assisting customers and to build a long-term career in the field of management and work for an organization that will provide me with a challenging work atmosphere and an opportunity to learn.

EXPERIENCE DETAILS:**OFFICE ADMINISTRATOR, MILAN GROUP, SHARJAH**

Duration: Present

Job Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Update and maintain office policies and procedures
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors.
- Liaise with executive and senior administrative assistant to handle requests and queries from senior managers

BUSINESS DEVELOPMENT EXECUTIVE, NAJM AL SHIHAB TECHNICAL SERVICE, DUBAI

Duration: 2017 May – 2018 January

Job Responsibilities:

- ✦ Assisted and encouraged customers in selecting and purchasing required products in a retail environment.
- ✦ Addressed customers needs – Advised and helped locate appropriate merchandise
- ✦ Described products features/benefits and demonstrated usage/operation of products.

WEBSITE DEVELOPER, NANOBITE TECHNOLOGIES, DUBAI

Duration: 2016 March – 2017 April

ACADEMIC QUALIFICATIONS:

- ✦ **Bachelor of Technology** in Electronics and communication (May/June-2015) at ILAHIA college of Engineering, (MGU).
- ✦ Higher Secondary : 2009-2011 at Infant Jesus school ,Kerala, India
- ✦ SSLC (CBSE): 2008-2009 at Sanjos public school, Kerala, India.
- ✦ Proficient with computer programs and MS Office applications.
- ✦ Ability to manage entire office lifecycle.

PERSONAL INFORMATION

Nationality	Indian
Marital status	Married
Visa	Husband visa
Date of Birth	03-05-1993
Gender	Female
Languages Known	English, Hindi ,Malayalam

SKILLS

- ✦ Energetic, Friendly, Pleasant, Outgoing, Success/Result-Oriented and Enthusiastic.
- ✦ Good written/verbal communication – Proficient in presentation, writing and editing manuals, product promotion and advertising.
- ✦ Exceptional customer service skills.
- ✦ Proven aptitude in problem solving.
- ✦ Can operate independently and as part of a team.
- ✦ Skilled at Excel, Microsoft Word and PowerPoint.

DECLARATION

I hereby declare that all the information furnished above is correct to the best of my knowledge and belief. And if I had given a chance in your organization I am assuring you a 100% effort from my part.

Place :

Date :

SHAMILI LOUIS

