

CURRICULUM VITAE

CAREER OBJECTIVE

I aspire to be part of a team, innovative, dedicated and hardworking for advancement of the Organization and enhance

Worked as “**OFFICE SECRETARY**” from OCTOBER 2014 to MARCH 2016 with

SEA LAND TECHNICAL CONTRACTING, SHARJAH

Duties and Responsibilities

- Making daily and monthly reports
- File and update contact information of employees, customers, suppliers and external partners
- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements
- Answer phone calls and redirect them when necessary
- Manage the daily and monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos and forms.
- Preparing Quotation, LPO, Invoices
- Preparing Time sheet and assisting accounts for salary preparation.

Working as “**OFFICE ASSISTANT**” from MARCH 2013 to MAY 2014 with

BRIGHT DIESEL TRADING, SHARJAH

Duties and Responsibilities

- Managing the entire administration and facilities
- Teaming up with other internal departments like Finance, HR for smoother functions.
- Assisting Admin Manager in day-to-day activities.



JUBI SOMARAJAN

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✉ jubisraj@gmail.com

Current Residence: SHARJAH

PERSONAL DATA

Gender: Female

Nationality: Indian

D.O.B: 31st may 1987

Passport No: V7963724

Visa status: Husband Visa

Languages Known: English,
Malayalam.

ACADEMIC DETAILS

- **Bachelor of Computer Application(BCA)**

(M G University,
Kottayam, Kerala
India)

- **Higher Secondary**

(Board of Higher
Secondary Examination,
Kerala, India)

TECHNICAL SKILL

- MSOffice Applications.
- Working knowledge of Internet

- Responsible for maintaining Company confidential records
- Communication of messages, receiving phone calls, transferring calls, using judgment calls regarding nature of business and urgency of situation.
- Data entry duties depending on the task set
- Preparing the complete set of monthly reports

Worked as “**FRONT OFFICE EXECUTIVE**” from JANUARY 2008 to JULY 2012 with MGM MUTHOOT MEDICAL CENTRE, PATHANAMTHITTA, KERALA, INDIA (ISO9001:2008 Certified Multi specialty Hospital)

Duties and Responsibilities

- Making daily and monthly IP and OP reports
- Experienced in medical records file management and assembling medical records as per medical, regulatory, legal, administrative requirements
- Superb knowledge of the Medical Record Department including inpatient/outpatient processing/analysis, physician's incomplete area, reception desk, release of information correspondence
- Scan patient's tests and consult letters into system
- Upload physician dictation to outside transcriptionist
- Keep log of patient records sent for transcribing
- Correct documents returned from transcription and prepare them for doctor's signature

I hereby declared that all details provided above are true and correct

JUBI SOMARAJAN