



MANEESHA K M

ADMINISTRATIVE ASSISTANT

CONTACT ME



Al Karama , Dubai, UAE



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LANGUAGES

English, Malayalam, Hindi, Tamil

DRIVING LICENCE

Driving License Category

Indian Driving License: MC with Gr, LMV

PERSONAL DETAILS

Age : 32
Nationality : Indian
Visa Status : Visiting Visa
Marital status : Married

SKILLS

Windows, MS Office, Outlook, Tally

ABOUT ME

Administrative assistant with 5+ years of experience organizing presentations, preparing facility reports, payroll and maintaining the utmost confidentiality. Looking to leverage my knowledge and experience in to a role as Administrative Officer.



EXPERIENCE

2020–2021 (1-yr)
(Office Admin)
SPICE HEALTH CARE

- Collected assorted and verified accuracy of data.
- Ensured entered data accuracy by comparing with basis documents and identified errors.
- Maintain files, records, and chronologies of entry activities some moderator complex in nature.

2018–2018(7mnt)
(Office Admin)
Abraj al janoob international Trade. & Cont. Co

- Answer phone calls and greet visitors.
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence.
- Manage accounts.

2014-2018 (4-yr)
(HR Assistant)
Conduent

- Participating in recruitment efforts.
- Processing payroll.
- Maintaining HR files and data base.



EDUCATION

2011 – 2013
Bharathiar University

MBA in Human Resource Management.

2007 – 2010
Calicut University

BA in Economics .

INTERESTS

Browsing, Travelling, Swimming, Socializing, Photography.