



# SURUMIYA ASHRAF

## PERSONAL

Name : Surumiya Ashraf  
D O B : 10<sup>th</sup> May 1992  
Sex : Female  
Nationality : Indian  
Mother Tounge : Malayalam  
Passport No : R6364410

## CONTACT

Address : Raswahn House  
Keezhmadu, Aluva  
Ernakulam Dist.  
Kerala, India  
PIN 683112  
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+971 55 587 4770  
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## REFERENCES

LinkedIn



## PROFI LE

I dream and live my life to make my dreams come true. With the experience and talent I want to design a colourful life.

## WORK

- HR Assistant cum Front Office Manager  
Al Marmoom Top Technical Services LLC,  
Dubai, UAE  
January 2019 - August 2019

### *Duties & Responsibilities*

- Preparing time sheets and corresponding Invoices.
- Preparing time sheets of Sub Contractors
- Preparing Payment certificates of sub-contractors and LPO
- Preparing Quotations for Manpower supply.
- Preparing Inter-company Invoices.
- Preparing Credit Notes for Main clients and sub-contractors
- Outstanding Payment follow ups
- Dealing with enquiry Google sheet
- Dealing with Sub contractor Invoice Google sheet.

Assistant administrator,  
Najath Public School, Kalamassery  
July 2016 – March 2018

### *Duties & Responsibilities*

- Answering incoming calls in a professional manner
- Managing calendars of senior team members and bosses
- Following standardized company procedures relating to all aspects of Office performance
- Maintaining suitable and sufficient office stationary to all departments
- Establishing stationary requirements for the Office
- Updating databases with confidential and relevant information
- Organizing meetings and confirming attendance by email and memos where applicable

## SKILLS

### Team Leadership



### Ideas Development



### Communication



### Management



### Technical



### MS Office



### SAP



### Social Media



- **One year experience as administrator in an advertising company at Ernakulam North, Kerala**

#### *Duties & Responsibilities*

- Manning the front office and operating switch board – (receiving and making calls)
- Receiving and dispatching mails and other documents
- Typing correspondences
- Welcoming and directing visitors
- Ensuring that all callers in person or on phone are handled in a way that customer satisfaction is achieved.
- Ensuring that inquiries and messages are relayed electively to stay members.

- **6 months experience in Safety catch safety training & consulting pvt ltd, Edapally, Kerala as Front Office Manager.**

#### *Duties & Responsibilities*

- Reporting daily and monthly allowance
- Telecalling
- Collection of student database
- Daily report making
- Proposals making
- Attending appointments
- Provide training for telecalling trainees
- Handled reception duty
- Attendance reporting

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## ● EDUCATION

- 2011-2013 • GRADUATION- BCA  
Jai bharath College of Arts And Science,  
Perumbavoor, Kerala, India  
Secured 65%
- Mahatma Gandhi University.

LANGUAGES

English



Hindi



Malayalam



2010-06

HIGHER SECONDARY EDUCATION

- Department of Higher Secondary, Government of Kerala recognized completion of higher secondary education with 63%.
- Conducted various activities as club in charge

2008-03

SECONDARY SCHOOL LEAVING

- Secondary school leaving certificate was given in March 2011 with 75%.
- Secretary of various clubs and coordinated many activities.



ACHIEVEMENTS

- Awarded Best Supporting Staff title by Best Media Communications Pvt Ltd, Ernakulam, Kerala.



INTERESTS

Reading  
Organizing events  
Blogging  
Cooking