

Keerthana. R

Ajman

Mobile : 0565411969

E-mail : *keerthanakadakkal1996@gmail.com*



ADMINISTRATIVE ASSISTANT – SECRETARY - RECEPTIONIST

Profile

Adaptable and can work with minimal supervision.

Knowledge in Microsoft application software's.

Hardworking and with good communication and interpersonal skills.

Self-motivated with strong organizational and time management abilities.

Strong attention to details.

Work Experience

Designation : Receptionist/ Secretary cum Administrative assistant and Typist.

Company : Al Thoth Electro Mechanical Contracting , Ajman.

Period: Feb 2019 to December 2019.

- Answering all incoming calls and handling callers and prospective clients enquiries.
- Redirect calls as per appropriate and take adequate message when required.
- Greet , Assist and direct visitors and clients.
- Assist the executive directors and provide assistance with managers, auditors and to other member of administrative team.
- Provide word processing and secretarial support.
- Provide administrative support for all the staffs.
- Typing financial statement and management letters.
- Handling petty cash.
- Maintaining office supply inventories.
- Performing other duties and administrative task.
- Responsible for providing office and clerical services.
- Receiving important parcels and ship out financial statement couriers locally and international shipping.
- Tracking and Booking of important Books and other important material that used for marketing and internal documents including devices.
- Providing general support and one-to-one assistance for pupils.

Euro Asia Management and Manpower Consultancy , Dubai.**Designation : Front Office Administration****Period: Sep 2015 to July 2016.**

- Carrying out administrative task such as data input, processing information, completing paper work and filing documents.
- Following standardized company procedures relating to all aspects of office performance.
- Assist the HR manager in recruiting & selection in coordination with recruitment agencies, Scheduling interviews and internal recruitment. Drafted and emails required by Managers & handled faxes.
- Maintain, scan and upload employee records into file net. In-charge for safe keeping and maintaining personal files of employee. Making sure that all employee records are accurate and well maintained.
- Hiring employee record reconciliation, Training and Development, filing of HR records.
- Maintain, scan and upload employee records into file net. In-charge for safe keeping and maintaining personal files of employee. Making sure that all employee records are accurate and well maintained
- Hiring employee record reconciliation, Training and Development, filing of HR records.
- Greetings and establish relationships with customers. Scheduling meeting and conference.

KEY SKILLS AND COMPETENCIES

- Calm & Temperament.
- Creative.
- Engagement.
- Listening Skills.
- Ability to build good relationships with the staff and pupils.
- Have the confidence and energy to successfully handle difficult behavior.
- Adaptability.

Education

- BBA (General) from Community College – Trivandrum , India.
- 12th from CPHSS School , State Board of Kerala, India.
- 10th from Govt. VHSS kadakkal , State Board of Kerala

Areas of Expertis

- Adept in Technology
- Verbal & Written Communication
- Organization
- Time Management
- Strategic Planning
- Detail-Oriented
- Administrative Duties.

Personal Details

Name	:	Keerthana R
Age & Date of Birth	:	28- October-1996
Nationality	:	Indian - Kerala
Visa Status	:	Visit Visa
Languages	:	English, Hindi, Malayalam and Tamil
Contact Numbers	:	+971 0565411969

DECLARATION

I hereby declare that all the above information is true and correct to the best of my knowledge.

Keerthana R

Ajman