



# FERNAZ FANOONI

Dob: 30-10-2000

## CONTACT

055 8391645

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Sharjah

## MY SKILLS

- MICROSOFT EXCEL
- MICROSOFT OFFICE
- FILE MANAGEMENT
- ADOBE PHOTOSHOP

## MY STRENGTH

- CUSTOMER SERVICE
- LEADERSHIP
- TEAMWORK
- INTERPERSONAL SKILLS
- FILE MANAGMENT

## LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

## ⑧ PROFILE INFO

I am an energetic, ambitious person looking for a challenging role in reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the industry. I am excellent in working with othet to acheive a certain objective on time and with excellence.

## 👛 WORK EXPERIENCE

**SPOORTHY MEDICAL ACADEMY, MANGLORE**  
**ADMINISTRATIVE ASSISTENT**  
**MARCH 2021- JAN 2022**

- Scheduling and appointing meeting for the supervisors and staff members
- Established workflows processes
- Typed documents such as drafts, emails and prepare weekly reports
- Managed students information for the institute
- Co-ordinated all new hire paperwork for employees
- Telecommunication

## 📖 EDUCATION

St Aloysius College, Manglore

Gulf Indian High School, Dubai

**DEGREE UNIVERSITY**  
**2018-2021**

Bvok Graphics & Animation's

**HIGH SCHOOL**  
**2016-2018**

**PRIMARY**  
**SECONDERY**

Ursuline Senior Secondary School, Kannur