



# Muhammed Adnan Cheruvot

## Administrative assistant

Multi tasking admin assistant with +2 years of experience handling confidential paperwork and making routine office tasks as efficient as possible. Proven managerial experience supervising clerks and routine office duties. Strong organisational, customer service and data entry skills. Aiming to leverage my qualifications to fill an office assistant managerial role.

✉ adnanjannath007@gmail.com

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📍 yasmin building,, Sharjah, United Arab Emirates

## WORK EXPERIENCE

### Admin Assistant

#### Al raha plastics factory LLC, sharjah

05/2019 - Present

*Al Raha Plastic Factory L.L.C has been a pioneering industry in the United Arab Emirates to manufacturer of PVC Pipes.*

##### Achievements/Tasks

- Preparing meeting agendas, taking care of transcribing minutes and circulating this to the staff; it enhanced the communication level and kept staff updated.
- Maintaining records, checking/retrieving data from various sources and preparing reports as needed.
- Resolving routine questions; refers unusual questions to supervisor.
- Utilizing personal computer and other standard office equipment for recording, storing, receiving and presenting information.
- Serving customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; and keeping customers informed of order status.
- Coordinating and maintaining staff administrative records.
- Acting as an information and communication distributor for the office, which contributed to work efficiency.

## EDUCATION

### Diploma in Electrical Engineering

#### Modern Technical Institute, kannur

06/2016 - 07/2018

*Kerala, india*

### Diploma in Mep Engineering

#### CMAS Technologies, Ernakulam

06/2018 - 12/2018

## SKILLS

Customer service

Clear Verbal and written Communication

Phone etiquette

Calendar management

Problem solving

Research skills

Microsoft office

Highly organized

Efficiency

## LANGUAGES

English

*Full Professional Proficiency*

Malayalam (native)

*Full Professional Proficiency*

Hindi

*Full Professional Proficiency*

## INTERESTS

books

Football

Cooking

Mindfulness