

Reshma Edappeth

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Objective

To seek a challenging position in a well-established organization that would give enough and more opportunities to enhance my skills and offers professional growth while being resourceful, innovative and flexible and to make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

Skills

- Result Driven-Dynamic Personality
- Team Building & Leadership
- Customer Service Management
- Management Reporting – Correspondence
- Outstanding computer skills.
- Strong interpersonal and coordinating skills.
- Superb Administration & Operations Skills
- Skilled Worker, Good Planner & Executor
- Excellent Analytical - Problem Solving Skills

Career Progression

Organization	: Jamal Al Marri Mobiles Phone Trading LLC (National Distributor of Etisalat)	Sharjah , UAE
Designation	: Administration cum Documents Controller	
Duration	: 2019- Present	
Organization	: CERA Associates	Sharjah , UAE
Designation	: Administration & VAT Consultant	
Duration	: 2018 (6Moths)	
Organization	: Cocoa Melts Chocolate	Dubai , UAE
Designation	: Back Office Administration	
Duration	: 2017 (6 Moths)	
Organization	: Calicut University Campus	Kerala - India
Designation	: Office Administration	
Duration	: 2013-14	

Duties Handled

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Proper day to day Documentation
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Educational Qualification

MPhil in English,	S S U S Kalady, Ernamkulam:	2012 - 2013
MA English,	Calicut University Campus, Malappuram, Kerala	2010 - 2012
BA English,	Calicut University Campus, Malappuram, Kerala:	2007- 2009

Computer Skills

Operating Systems	Windows, Linux
Other Courses	Internet and MS Office

Personal Info

Date of Birth	04/05/1990
Visa Status	Residence Visa
Marital Status	Married
Passport Number	P3704460
Passport Expiry	27 Nov 2026

Declaration

I hereby declare that the details furnished above are true to the best of my knowledge. I always keep my confident high at position to take the challenges.

Place : Sharjah, UAE

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