

# Shamitha Shaji

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Visa Status : Visit visa

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## Objective

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Secure a position as **Admin/ Receptionist/ Account Assistant** that offers me the opportunity to utilize my skills and knowledge earned throughout academics and my experience in the industry, further grow and develop along with the organization.

## Key Skills

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- Adept in Technology
- Verbal & Written Communication
- Organization
- Time Management
- Strategic Planning
- Quick learner
- Accuracy
- Resourcefulness
- Understanding Client Perspective
- Critical Thinking
- Self- motivation
- Team work
- Multitask
- Patience

## Professional Work History

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❖ Dec, 2019 to Feb, 2020  
**Front Desk Receptionist**

PIONEER INURANCE BROKERS LLC, DUBAI, UAE

### Duties & Responsibilities:

- Perform office **administration and clerical duties**.
- Receiving visitors at the front desk by **greeting, welcoming, directing** and announcing them appropriately
- **Answering screening and forwarding** incoming phone calls
- Receiving and **sorting daily mail**
- Handling **company inquiries**
- Operate and maintain office machines including **printers, copiers, and fax**
- Schedule **meetings** and travel for executives.
- Perform basic **data entry** when needed



❖ July, 2018 to Nov, 2019  
**Administrative Assistant cum Receptionist**

RABDAN ADVERTISING, DUBAI, UAE

### Duties & Responsibilities:

- Office support including word processing, Organize and scheduling appointments
- Maintaining Excel spreadsheet of confidential accounting data & **Basic Accounting**
- Submit and reconcile **expense** reports
- Managing **calls and emails**, Creating **Memos, brochures, newsletters**, and other **office literature**
- Assist in the preparation of regularly scheduled reports
- Assist **PRO** works
- Prepare and monitor **invoices**
- Maintain contact lists
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Cover the **reception desk** when required



❖ Feb, 2017 to May, 2018  
**Accounting Assistant**

GREENS HYPERMARKET, KERALA, INDIA

**Duties & Responsibilities:**



- Preparing financial documents such as **invoices, bills, and accounts payable and receivable**
- Providing support to the **Accounting Department**
- Performing basic **office tasks**, such as **filing, data entry**, answering phones, processing the mail, etc.
- Handling communications with clients and vendors **via phone, email, and in-person**.
- **Processing transactions**, and updating **ledgers, budgets**, etc.
- Preparing **financial reports**.
- Assisting with **audits, fact checks**, and **resolving discrepancies**.

**Academic Qualifications**

Qualification	Institute	Year of Passing
Diploma in Business Management & Accounting	Sree Sankaracharya Computer Centre	2017
Bachelor of Computer Application- BCA	St. Joseph's College, Pilathara Kannur University, Kerala, India	2016
Higher Secondary	GHSS Kozhichal - Kerala state board	2012
S.S.L.C	GHSS Kozhichal - Kerala state board	2010

**Computer Skills**

- MS Office
- MS PowerPoint
- MS Excel
- MS Word
- MS Outlook
- MS 365
- Accounting Software: Tally ERP 9
- Programming: Java, PHP, C, C++ ,VC++
- Operating System: Windows XP, Linux

**Personal Data**

- Date of Birth : 16th, October 1995
- Passport No : P6879887
- Marital Status : Single
- Nationality : Indian
- Gender : Female

**Languages**

- English
- Hindi
- Arabic
- Malayalam
- Tamil

Reference will be provided on demand.....