

Athul

Puthalath



8 UAE Driving License Holder

Contact

Address:

Dubai, UAE

Phone:

+971557764349

Email:

athulprakash1@gmail.com

LinkedIn:

<https://www.linkedin.com/in/athul-puthalath-865586181>

Summary

Systematic Administrative Assistant over 4 years of experience in fast-paced office settings. Hardworking team-player with expertise completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

Skill Highlights

- Office administration
- Business administration
- Strong decision maker
- Innovative
- Computer literacy
- Time management

Work Experience

Administrative assistant - 01/2020 to 12/2020

AL WAJAH ELECTRONICS TRDG LLC, Dubai

- Coordinate office activities and operation
- Manage phone calls and correspondence (E-mail, letters, packages etc.
- Schedule and coordinate staff and other meetings.
- Create and maintain filing system both electronic and physical.
- Doing administrative and clerical task (scanning, printing)

Reconciliation / Admin Assistant - 04/2015 to 07/2019

TRANSGUARD GROUP LLC, Dubai

- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.

Languages

Malayalam	★★★★★
English	★★★★★
Hindi	★★★★
Tamil	★★★

Hobbies

- Driving
- Photography
- Travelling

Front Office Associate - 10/2014 to 03/2015

VINTAGE RESIDENCY, India

- Greeted visitors and customers upon arrival, offered assistance and answered questions to build rapport and retention.
- Processed and prepared documents such as business or government forms and expense reports.

Education

BSC- Airline Tourism Hospitality and Management (2015)

PUNJAB TECHNICAL UNIVERSITY, India

Computer Knowledge

- Microsoft Office – Word, Excel and PowerPoint
- Also, an ardent user of internet

Dubai, UAE