



Blessymol

OFFICE ADMINISTRATOR

CONTACT DETAILS

Mobile- 00971 50 2832018
Mobile- 0097150 5039446
WhatsApp-00916235583791
Email - bijuashly98@gmail.com
Address - Al Karama, Dubai, UAE

PERSONAL INFORMATION

Date of Birth : 23.05.1983
Gender : Female
Marital Status : Married
Nationality : Indian
Visa Status : Visiting

SKILLS

Excellent communication skills.
Office management.
Organized multitasker
Can work efficiently under pressure
Highly Organized and Accurate

SOFTWARE SKILLS

MS Office, Excel, Word
Tally ERP9 with Computerized with
Manual Accounting

EDUCATION

Bachelor of Commerce (B.com)
Mahatma Gandhi University, 2013.
Secretarial Practice- Holy Cross
Vocational Training Institute Bihar.

LANGUAGE

English
Hindi
Malayalam

PROFILE

Proactive Office Administrator with 6+ years of work experience managing office operations in fast-paced, deadline-driven environments. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy, and achieve organizational objectives. Skilled at working effectively with different departments to coordinate information and resolve problems.

PROFESSIONAL EXPERIENCE

OFFICE ADMINISTRATOR

Mattathil Trading Company, Pala,
Kerala India

Sep 2018 - Aug 2020

- Administer and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy
- Planned, scheduled and produced all company meetings, including meetings with VIP clients
- Researched & selected marketing items for upcoming sales year
- Led weekly staff meeting for office personnel
- Prioritized and completed assigned projects by required deadlines
- Data organization & upkeep, and miscellaneous tasks as require

CLERK

Sacred Heart Convent Higher
Secondary School Mathura U.P India

Nov 2010 - Oct 2011

- Greet and directed visitors to appropriate staff.
- Scheduled appointments for administrators Prepared and typed various correspondence, memorandums, and reports.
- Distributed incoming mail and school correspondence..
- Assisted in the monthly organizing and distribution of resource materials to students and parents.

OFFICE ASSISTANT

De Paul School U.P and
Marygiri Public School India

Jan 2006- Oct 2008

- Maintain principal's schedule for appointments and meetings and assist in prioritizing activities.
- Perform administrative duties such as filing, photocopying, etc.
- Answer telephones and transfer calls to the correct departments.
- Help take care of children who come to the office.
- Greet visitors and sign for and distribute packages/deliveries and mail.

COMPUTER OPERATOR & OFFICE ASSISTANT

St. Francis Convent Sr. Sec School, Bareilly U.P
India.

May 2004- Oct 2005

- Keeping records
- Filing
- Collection of Fees
- Letter Drafting
- Answering phones

ACCOUNTANT & OFFICE ASSISTANT

Centre for Rural Development Society Ballia U.P
India

Jul 2002- May 2004

- Preparing cash purchase Invoices daily basis.
- Posting cheques and cash receipts every day.
- Follow up credit customers outstanding balance.
- Making sales and purchase order in monthly basis.
- Banking activities like deposit, withdrawal, fund transfer...etc.
- Preparing income and expense statement in monthly basis.
- Making Inventory reports in monthly basis.