

RESHMI MOHAN

OFFICE ASSISTANT



CONTACT

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Damascus street, Dubai

VISA Visiting Visa

KEY SKILLS

- Office Administration
- Document Management
- Filing & Correspondence
- Customer Service Support
- Scheduling & Coordination
- Time Management
- Multitasking Ability
- Confidential Record Handling
- Inventory & Office Supplies Control
- Meeting & Event Coordination
- Typing & Drafting Letters
- Basic Accounting
- Report Preparation
- Problem Solving
- Adaptability
- Geospatial Data Collection & Management
- Spatial Database Maintenance & Geodatabase Management
- Cartographic Design & Thematic Mapping
- Data Quality Assurance & Validation
- Basemap Development & Maintenance

EDUCATION

- **MA (Master of Arts)**
MG University | 2019
- **BA (Bachelor of Arts)**
Kerala University, MSM College | 2017
- **HSC (XII)**
Kerala State Board, PKKSMHSS | 2014

PROFILE SUMMARY

Detail-oriented and organized Office Assistant with over 5+ years of experience in handling office administration, documentation, and customer service support. Skilled in data entry, record keeping, scheduling, correspondence, and MS Office applications. Proven ability to manage day-to-day operations efficiently, maintain confidential records, and support management in achieving smooth workflow. Strong communication, multitasking, and time management skills with a commitment to accuracy and organizational efficiency. Seeking an Office Assistant role where I can contribute to administrative excellence and operational support.

WORK EXPERIENCE

➤ Feb 2023 – Aug 2025

ASSISTANT WARDEN

KITEX LTD., KIZHAKAMBALAM, ERNAKULAM, INDIA

- Managing hostel facilities, supervising staff, and maintaining discipline among employees.
- Coordinating day-to-day hostel operations, ensuring a safe and secure living environment for employees.
- Monitoring employee attendance, resolving grievances, and enforcing hostel policies.
- Preparing and maintaining administrative reports, records, and compliance documentation.
- Assisting in hostel budgeting, inventory control, and vendor coordination for supplies.
- Promoting a positive residential environment through effective communication and conflict resolution.
- Implemented safety and security measures, reducing incidents and ensuring compliance.
- Conducted orientation programs for new employees to familiarize them with hostel rules.
- Coordinated with employees, HR, and management to address concerns promptly.
- Oversaw maintenance and housekeeping operations, ensuring hygiene and comfort standards.
- Introduced digital record-keeping systems, improving efficiency in hostel administration.

➤ Jan 2022 – Dec 2022

GIS ENGINEER TRAINEE

NEST DIGITAL PVT. LTD., SOUTH KALAMASSERY, ERNAKULAM, INDIA

- Collected and analyzed geographic data from as-built drawings, imagery, and surveys for accurate project execution.
- Converted and migrated utility, land base, and LiDAR datasets, ensuring seamless integration into GIS platforms.

COMPUTER PROFICIENCY

- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Windows Operating System
- Data Entry & Typing
- Email & Internet Applications
- Database Management
- File & Document Management Systems
- Digital Record-Keeping Tools
- Report Preparation Software
- Presentation & Formatting Tools
- Basic Troubleshooting & IT Support

ACHIEVEMENTS

- Improved administrative efficiency by 30% through digital record-keeping and systematic reporting at Kitex Ltd.
- Enhanced employees safety and welfare by 25% by implementing hostel safety measures and strict compliance protocols.
- Successfully reduced data errors by 20% during GIS projects through detailed quality checks and corrections at NeST Digital.
- Contributed to the completion of 95% of GIS projects on time, ensuring client satisfaction.

ADDITIONAL INFO

Nationality : Indian

Gender : Female

Date of birth : 16-06-1996

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

- Validated spatial and attribute data, detecting and resolving discrepancies to maintain data integrity.
- Designed and delivered high-quality printed and digital maps tailored to client specifications.
- Developed and maintained basemaps, templates, and cartographic layouts for consistent outputs.
- **Etihad Rail Project** – Digitized rail and utility features, standardized data, and ensured spatial and attribute accuracy.
- **BASEMAP Project** – Extracted road and infrastructure features from imagery and produced accurate geodatabase basemaps.

➤ May 2019 – Dec 2021

OFFICE ASSISTANT

HEMZ LABOUR SUPPLY, KAYAMKULAM, KERALA, INDIA

- Handled day-to-day office operations, including documentation, filing, and correspondence.
- Assisted management with administrative support, scheduling, and coordination of tasks.
- Maintained accurate records of company data, invoices, and client interactions.
- Coordinated with internal teams and external stakeholders to ensure workflow efficiency.
- Provided customer service support by addressing inquiries and resolving issues.
- Contributed to the smooth functioning of the office by managing supplies, logistics, and reporting.
- Processed financial documents, including billing, petty cash, and expense tracking.
- Assisted HR in employee record management and attendance monitoring.
- Ensured confidential handling of company documents and client information.

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

RESHMI MOHAN