



# CURRICULAM VITAE

SEENA AUGUSTINE

## PERSONAL DETAILS

- **DOB:** 17/08/1992
- **Nationality:** India
- **Marital Status:** Married
- **Email:**  
seenaaugustine25@gmail.com
- **Mobile:** 052 6729732
- **Address:** Dubai, UAE.

## LANGUAGE

- English
- Malayalam

## IT SKILLS

- MS Office
- Email & internet

## PASSPORT

Passport No – P 4060960  
Passport Expiry – 22/08/2026  
Visa – Visit Visa

## CAREER OBJECTIVE

Professional Office Administrator with much experience in office administration, documentation, filing, meeting arrangements. Seeking to leverage admin expertise and experience into an intermediate level role as an Office Admin.

## PROFESSIONAL EXPERIENCE

### **Sales executive.**

Oman insurance company, 10 months

### **Sales consultant**

Stowrich group of companies, 5 months

### **Office Admin cum Marketing Energy Zone LLC, Sharjah, UAE**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Welcoming and handling the customers
- Giving product details to the customer
- Follow up with the sales
- Preparing sales reports
- Meeting preparations
- Performing secretarial works

## **EXPERIENCE**

- Office Administration
- Secretarial Works
- Meeting Coordination
- Documentation& Filing

## **PERSONAL SKILLS**

- Focused
- Friendly
- Disciplined
- Hardworking
- Creative
- Innovate
- Teamwork

## **EDUCATION**

### **DIPLOMA IN FASHION DESIGN**

INSTITUTION OF FASHION DESIGN – KERALA, INDIA.  
Passing Year – 2012

### **HIGHER SECONDRY**

HIGHER SECONDARY BOARD – KERALA, INDIA.  
Passing Year – 2010

### **SECONDARY**

GENERAL EDUCATION DEPARTMENT – KERALA, INDIA.  
Passing Year - 2008

## **REFERENCES**

Available upon request.

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**SEENA AUGUSTINE**