



FATHIMA SURUMI

PROFILE

Visa Status : Husband Visa
Contact No. : +971 566563452
Email : fathimasurumi08@gmail.com
D O B : 08-06-1995
Gender : Female
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi, Malayalam
Address : Abu shagara, Sharjah, UAE

OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Strong desire to work as a key player in challenging and creative environment.

PERSONAL SUMMARY

A highly competent and organized office administrator with 1+ years of experience in a multinational firm. Well organized and able to multitask while maintaining a high level of professionalism and attention to detail.

Looking for a suitable office administrator position in an exciting, innovative and ambitious company that offers space for progression.



WORK EXPERIENCE SUMMARY

Jan 2020 - July 2020	ABASOFT TECHNOLOGIES Office Administrator
Nov 2018 - Dec 2019	MASTERS COLLEGE Administrative Assistant
Apr 2018 - Oct 2018	INFOTURA TECHNOLOGY Junior PHP Programmer



EDUCATIONAL QUALIFICATION

2013 - 2017	BACHELOR OF TECHNOLOGY Electronics & Communication Ilahia School of Science and Technology
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CORE SKILLS

- Organization
- Interpersonal skill
- Client Relationships
- Record Management
- Data Entry
- Time Management
- Good Communication
- Prioritization
- Email Writing
- Calendar Management



TECHNICAL SKILLS

- Good knowledge in Microsoft office application
- Creating and managing spreadsheets
- Good typing speed
- Maintaining Digital Calendars
- Maintaining electronic filing and paper filing systems

WORK EXPERIENCE

Abasoft Technologies

Office Administrator

Jan 2020 – July 2020

Job Description:

- Answer phones and greet visitors.
- Schedule appointments and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Prepare communications, such as memos, emails, reports and other correspondence.
- Write and edit documents from letters to reports and instructional documents.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform book keeping.

Masters College

Administrative Assistant

Nov 2018 - Dec 2019

Job Description:

- Provided clerical support to department administrator and staff members.
- Greeted visitors sorted and prioritized mail and handled other reception duties.
- Arranging staff meetings and academic events.
- Answering telephones, taking messages, and forwarding calls.
- Scheduling appointments and maintaining calendars.
- Setting up and maintaining electronic and paper filing systems and databases.

Infotura Technologies

Junior php programmer

Apr 2018 - Oct 2018

Job Description:

- Assisting the development manager with all aspects of software design and coding.
- Writing and maintaining code.
- Working on minor bug fixes.
- Responding to requests from the development team.
- Writing reports.

DECLARATION

I hereby declare that all the above information given by me is true to the best of my knowledge and belief.

FATHIMA SURUMI K S