



# Ancy James

## Administrative Assistant

Computer-savvy and goal oriented administrative assistant with two years of experience. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing task independently. Strong interpersonal skills and a lifelong focus on supporting others and helping them shine.

✉ ancylovely@gmail.com

☎ +971551727387

📍 International City , Dubai

🌐 linkedin.com/in/ancy-james-9490472b

## WORK EXPERIENCE

### Administrative Assistant

#### PASSION WEDDING PARTIES ORGANIZING

01/2017 - 01/2019

Business bay Dubai

##### Achievements/Tasks

- Doing administrative and clerical tasks (such as scanning or printing).
- Preparing and editing letters, reports, memos, and emails.
- Answering phone calls and taking messages.
- Tracking petty cash and Invoice issuing to clients.
- Arranging meetings, appointments, and executive travel.

### Assistant Professor

#### LBS ENGINEERING COLLEGE KASARAGOD KERALA

06/2013 - 05/2015

Kerala India

##### Achievements/Tasks

- Handled graduate and postgraduate course classes.
- Conducted and graded student examinations.
- Assisted Professor in developing curriculums and course materials.
- Provided assistance to students during laboratory experiments.

## EDUCATION

### Post Graduation

#### Sarabhai Institute of Technology, India

07/2011 - 05/2013

CGPA :8.25

##### Courses

- Master of Technology in  
Software Engineering

### Graduation

#### Muslim Association College of Engineering, India

07/2007 - 04/2011

CGPA :7.4

##### Courses

- Bachelor of Technology in  
Information Technology

## SKILLS

TECHNICAL SKILLS :- C, C++, Java, Python

SOFT SKILLS :-Team Work, Fast Learner,  
Multitasking, Time Management, Interpersonal  
Communication.

Microsoft Office

## CERTIFICATIONS

Python for Data Science Professional  
(09/2019 - 11/2019)

*Eduureka*

Software Testing\_Selenium (04/2021 - Present)

*Intellipaath*

## OTHER INFORMATION

UAE Driving Licence

Husband Visa

## LANGUAGES

English

*Full Professional Proficiency*

Malayalam

*Native or Bilingual Proficiency*

Hindi

*Full Professional Proficiency*

## INTERESTS

Traveling

Music

Reading

Painting