



## AJMALA M NAZAR

Date of birth: 27/07/1994

Nationality: Indian

Gender: Female

## CONTACT

 Dubai, United Arab Emirates

 [ajmala.nazar21@gmail.com](mailto:ajmala.nazar21@gmail.com)

 (+971) 589759801

LinkedIn: <https://www.linkedin.com/in/ajmala-nazar-287786227>

## ABOUT ME

Over two years of experience as a responsible Office Administrator. Proficient in administrative tasks such as managing, maintaining, filing, and securing documents in a variety of office environments. Working along with management to secure special documentation and leveraging technology to keep documents safeguard, adept at new initiatives.

## WORK EXPERIENCE

**2021 – CURRENT** – Dubai, United Arab Emirates

### Office Administrator

Brillianz Group

- Using a CRM, handle general communication, inbound and outbound phone calls, mail, and emails.
- Provide administrative or clerical help to other departments.

Changanacherry, India

### Administrative Assistant

Brahma Dance Academy

- Plan, coordinate, and finalize details for travel arrangements and business development events.
- Developed positive relations with external vendors and clients.
- Assisted with planning five office events, including associated travel and logistical arrangements.

[www.brahmadancestudio.com](http://www.brahmadancestudio.com)

**2018 – 2019** – Kottayam, India

### Administrative assistant

Microtec educational services

- Responsible for secretarial and administrative duties.
- Manage executive calendars, strategically coordinating meetings, appointments, events, and travel arrangements.

**10/2015 – 10/2016** – Pampady, India

### Office assistant

Rajiv Gandhi Institute Of Technology

- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Entered numerical data into databases with speed and accuracy
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

### Client relations manager

Brand crafts

- Increased profitability by utilizing multiple marketing channels and sales strategies.
- Establish an easy connection with clients and develop rapport in order to communicate their business needs.
- Developed strong professional relationships with suppliers and key clients to drive long-term business development.

[www.brandcraftz.com](http://www.brandcraftz.com)

## Cashier

### Home stories

- Efficiently processed new orders, completing 50+ daily transactions with remarkable accuracy.
- Assisted customers by answering questions and fulfilling requests.
- Checked prices for customers and processed items sold by scanning bar codes.

[www.homestoriesindia.com](http://www.homestoriesindia.com)

## EDUCATION AND TRAINING

New Delhi, India

### Bachelor of commerce

Indra Gandhi National open university

2014 – Kottayam, India

### Diploma in Electronics Engineering

Government Polytechnic College

2011 – Changanacherry, India

### Higher Secondary

Govt. Higher Secondary School

2009 – Changanacherry, India

### SSLC

St.Joseph Higher Secondary School

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Malayalam

**OTHER LANGUAGE(S):**

English

**Listening**  
C1

**Reading**  
C2

**Spoken  
production**  
C1

**Spoken  
interaction**  
C1

**Writing**  
C1

## MANAGEMENT AND LEADERSHIP SKILLS

### Personal skills

- Ability to learn quickly
- Excellent analytical skills
- Desire to learn and experience diverse civilizations throughout the world

## ADDITIONAL DETAILS



### Passport details

Passport No: U6410945

Place of Issue: Cochin

Date of Issue: 4/2/2020

Date of expiry: 3/2/2030

Visa status: Visit