



Rolla Bank St.  
Sharjah  
**052-562-1214**  
**Rufaidathkader@gmail.com**

# Rufaidath K

A creative individual with an academic background in Bachelor of Arts, seeking to pursue career in the field of administration or education, where I can apply my knowledge and skills for continuous improvement of both to the organization as well as myself.

## EXPERIENCE

### Al Misbah Decors, UAE – Admin Assistant

- Answering incoming calls, contacting clients to obtain information and for payments
- Track stocks of office supplies and place order when necessary
- Arrange both internal and external Events
- Dealing with e-mail enquiries.
- Travel arrangements coordination

### Masters Events, UAE – Admin coordinator

- Providing administrative support to senior Management.
- Prepare spread sheets and reports
- Maintain company petty expenses, process expense invoices
- Organize company documents into updated filing systems
- Arranging for technical interview and coordinating with concerned person.

### Eurostyle Pavers, Kasaragod — CRM

- Building relationships with key clients.
- Addressing and resolving customer complaints.
- Creating sales plans to generate revenue.
- Knowing your competition and strategizing accordingly.
- Meeting with manager to plan strategically

## SKILLS

Effective communication and sociability  
Responsibility  
Leadership  
Teamwork skills  
Customer relationship management  
Creativity  
Problem solving  
Time management  
Adaptability  
Basic computer knowledge

## ACTIVITIES

“Gods, Guns and Globalism”  
Participated in an international seminar on the above topic

College student council associate,  
Represented BA in psychology batch of 2016 - 2019

## **Adspot, Kasaragod — Assistant event manager**

(Part time on project basis)

- Assisted at an event management firm with its basic logistics and was associated with creative inputs and strategizing.
- Understanding client's requirements and executing accordingly.
- Plan and organize events with attention to financial and time constraints.
- Handling post event reports

## **KS Hegde Hospital, Mangalore — Psychology Internship**

(INTERNSHIP)

## **EDUCATION**

### **BA in Psychology, History and Major English**

St. Agnes college — *Mangalore*

June 2016 - April 2019

### **Pre-University**

Maresh pre university college — *Mangalore*

June 2014 - April 2016

### **High-School**

**Chinmaya Vidyalaya — *Kasaragod***

June 2004 - April 2014

## **PROJECTS**

### **Child Journal**

Interview with the child and mother.

### **Research project**

Occupational stress among women and men.

## **LANGUAGES**

Fluent in English and Malayalam