

SIMI ANNA PHILIP

Admin Assistant

+971 58 636 5701 – simyanna414@gmail.com



Personal summary

Punctual, organized, and proactive Admin assistant with 2 years' experience in professional service environments.

Work experience

PALLETCO.PLASTIC INDUSTRIES LLC

Admin cum Sales Assistant / November 2021 – June 2022

I am responsible for managing and distributing the flow of information throughout the office including documentation, planning, and scheduling.

- Answering and direct phone calls, taking messages when necessary.
- Organizing and scheduling meetings and appointments.
- Preparing quotations, negotiating contracts and packages
- Demonstrating and presenting products.
- Providing general support to office visitors.
- Support managers and employees through a variety of tasks related to organization.
- Reviewing sales performance.

INSIDER MIGRATION SERVICES

Admin Assistant / May 2021 –October 2021

- Admin support to the manager
- Develop and maintain a filing system.
- Take accurate minutes of meetings.
- Oversee and supervise the work of junior staff.

LABTEK CONSUMABLE SUPPLIES | DUBAI, UAE
Admin Executive / July 2019 – October 2020

- Providing Official and administrative support to senior manager.
- Organizing travel and accommodation arrangements
- Ensuring office procedures and systems operate efficiently.
- Providing Official and administrative support to senior manager.

Education

- Bachelor of Commerce

Software skills



Personal info

Nationality	:	India
Marital Status	:	Married
Visa Status	:	Resident visa
Language	:	English & Malayalam

Reference

Upon request



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