



# Ashiq A R

## Administrative Assistant

ashiqar553@gmail.com

+971 501532397

Dubai, UAE

linkedin.com/in/ashiq-ar-75412b222

Nationality: India

A detail orientated and focused individual who has extensive knowledge of administrative procedures, systems and processes. Can easily execute secretarial and clerical assignments of a complex and confidential nature. Possesses a pleasant phone manner and professional demeanour that helps to maintain effective working relationships with teammates and others.

**Status: Now available in Dubai under visiting visa valid upto May 02 2022**

## WORK EXPERIENCE

### Administrative Assistant M/s MYS Construction Pvt.Ltd.

02/2018 - 10/2021

Trivandrum, Kerala, India

Engineering Consultants

#### Achievements/Tasks

- Implemented problem solving skills to work through employee, customer, and managerial staff issues and challenges.
- Directed workflow, acting as intermediary between all departments by arranging conference calls, scheduling meetings, composing correspondence, and managing calendars.
- Performed a range of administrative duties from maintaining production schedules to purchasing supplies and hiring vendors.
- Worked to ensure quality service and addressed and resolved all customer issues.
- Update and maintain office policies and procedures

Contact : Asif - +918075936896

### Administrative Assistant M/s Ace Engineer and Consultants

09/2015 - 08/2017

Trivandrum, India

Electrical Consulting Services

#### Responsibilities

- Exhibits polite and professional communication via phone, e-mail, and mail.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Preparation of Daily, Weekly and One month Progress report.
- Contributes to team effort by accomplishing related results as needed.

Contact : Shajeer Basheer - +91 9846333009

## EDUCATION

### Graduation University of Kerala

09/2011 - 04/2015

70 %

#### B.Tech

- Electrical & Electronics

## SKILLS

Client Relationship Management

Customer Service

Database Management

Scheduling Skills

Event Planning

Inventory Control Skills

Interpersonal Skill

Team Management

Multi Tasking

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Urdu

Professional Working Proficiency

## INTERESTS

Traveler

Explorer

Music

Trending Technologies

Cricket

Movies and Sitcoms

Football

Food

Aquarist