

# SILISHIA ABIN

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Muweilah Commercial, Sharjah ♦ +971552743062 ♦



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## Professional Summary

- Performed administrative support tasks such as proof reading, transcribing handwritten information, invoicing, balance sheets and creating spreadsheets and other documents.
- Greeted persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Filed and maintain records.
- Transmitted information or documents to customers, using computer or mail.
- Excellent ability to make administrative decisions and judgments.
- Excellent coordinating skill
- Remarkable ability to communicate effectively both orally and in written
- Deep ability to compile information and prepare reports.
- Profound database management skills.

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## Skills

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| • Interpersonal and written communication | • Data analysis       |
| • Strong verbal communication             | • Data entry          |
| • Self-motivated                          | • Extremely organized |
| • Clerical support                        |                       |

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## Education

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- **MBA in INTERNATIONAL MANAGEMENT:** 2020  
**Geneva School of Business** – Switzerland
- **B. Com (Computer APPLICATION) :**2016-2019  
**Bharathiar University-** Coimbatore, TN
- **HIGHER SECONDARY:** 2015  
**Vivekananda Higher Secondary and Vocational Higher Secondary School-** Kerala
- **10<sup>th</sup> CBSE:** 2013  
**The Model School-** Abu Dhabi, UAE

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## Experience

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- AUG,2019 – till date : **HERCULES GROUP OF COMPANY, AJMAN.**  
Position : **Administrative Assistant**

Key result areas includes:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers

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## Language known

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- English (fluent)
- Hindi(conversational)
- Malayalam(native)

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## Personal details

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Date of birth: 07/05/1997

Marital Status: Married

Nationality: Indian

Passport No: N7901814

Visa Status: Residence

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## Declaration

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I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Silishia Abin

