

Jefeena Nishad

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OBJECTIVE

Aiming to be an integral part of an organization that utilizes and improves my skills and knowledge. I would always prepare myself for contributing in the progress of organization. The development of the company would be my prime area of interest. I enjoy challenges and look forward to the learning opportunity offered by my next co-op work team. Utilizing my analytical & methodical skills and relevant expertise to help the company achieve business goals while sticking to vision, mission and values.

SKILLS

- Expert in implementing each step of an assigned project.
- Always willing to be innovative, that shall improve the existing methods and presets.
- Ability to prioritize, multi task, problem solving.
- Able to meet deadlines while also presenting accurate work.
- Good team player.
- Good Analytical skill.

EMPLOYMENT HISTORY

- **Office Secretary at Grand Falcon Real Estate Management LLC Abu Dhabi since August 2020.**

RESPONSIBILITIES

- Schedule appointments & updating event calendars.
- Arrange meetings & coordinate conference room schedules.
- Prepare & edit documents.
- Maintain database & camps.
- Handled villa's & Camps.
- Prepared quotation, invoice & agreements.
- Handled rent collection.
- Handled petty cash.
- Handled advertisement by promoting properties through online portal.
- Contributes to team efforts by accomplishing related results as needed.
- Recorded expenses & maintained accounting records in MS Excel.
- Organized envelops, postage & mail correspondence for staff & management and coordinating with delivery & courier services.
- Handled daily schedules tasks and provided administrative support for office staff members.
- Answered multiline phone system transferred callers to appropriate staff members.
- Answering calls, taking messages & handling correspondence.

- **Assistant Administrative Officer at Maple Leaf Solutions, Kottayam, Kerala, India from 11/2016 to 11/2019.**

RESPONSIBILITIES

- Sourcing suitable applicant profile from different job site.
- Schedules interviews by coordinating appointments.
- Schedule appointments and meetings for executives and upper-level staff.
- Maintains employee information by entering and updating employment & status-change data.
- Ensures all works orders and company rules are applied to t all times.
- Provide solutions for queries & requests comes from customers.

ACADEMIC QUALIFICATIONS

- Masters in Business Administration Specialization in Finance and Management
- Bachelor of Commerce / taxation from SACRED HEART H.S.S, THEVARA affiliated to M.G UNIVERSITY
- Higher Secondary in commerce from SACRED HEART H.S.S., THEVARA affiliated to M.G UNIVERSITY

CORE QUALIFICATIONS

- Expert in MS office & windows.
- Advance Accounting background.
- Familiar with internet operations.
- Ability to work in a team environment.
- Good presenter.
- Excellent communication skills.

PERSONAL INFORMATION

- Date of Birth: 17/02/1991.
- Gender: Female
- Civil status: Married.
- Nationality: Indian
- Languages: English, Hindi & Tamil (Malayalam Native).
- Passport No: S0903976
- Visa Status: Husband sponsored Visa.

DECLARATION

- I hereby declare that all the statements given here are true and correct to the best of knowledge and belief.

Jefeena Nishad