



SEFILA CP
Administrative Executive

Contact

+971 52 785 8171

Abu Dhabi, UAE

sefilacp@gmail.com

Personal Details

D.O.B : 29, 28-07-1992
SEX : Female
Religion : Islam
Nationality : Indian
Material status : Married
Visa status : Visiting visa
27-01-2022 to 26-04-2022

Language known

English
Hindi
Malayalam
Arabic

Address

Villa 2
Akhidar st
Al bateen
Abu dhabi,
United Arab Emirates

Profile

Articulate and accomplished admin executive experienced at keeping an office running smoothly. A communicator and collaborator who is efficient in planning, organizing, and executing meetings and conferences. Comfortable with projects that require multi-tasking and flexible with changing priorities

Work Experience

Administrative Executive

2 Years

Principle Institute Of Management And Technology Nov 2019 - Jan 2022

Administrative Executive

2 Years

ASTER MIMS (ASTER DM HEALTHCARE LTD) Jan 2017 - Oct 2019

Education

B.com (Bachelor of Commerce)

3 Years

University of Calicut

2012-2014

Plus Two(Govt.of Kerala, India)

2 Years

Kerala State Board

2009 - 2011

SSLC(Govt.of Kerala, India)

Kerala State Board

2008

(All Certificates Are Attested UAE embassy & Norka)

1 Year

Computer Skills

Operating system - MS Windows
Office Tools - MS office Excel
Accounting Pkg - Tally ERP9, ORACLE, SAP, Quick Books
Others - Photoshop, C++, HTML.

Highlights

- 1) Excellent Typing Skill
- 2) Proficient in Microsoft Word, Proprietary Data Entry Management Systems
- 3) Oral and Written Communication
- 4) Possess Technical Writing Certificate
- 5) Relationship Building
- 6) Problem Solving Skill
- 7) Quality Assurance

Passport Number

P9884078

Job – Responsibilities :

Principle Institute Of Management And Technology

- 1) Administer and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy
- 2) Skilled in public speaking, administrative skills, and communication
- 3) Adept at Excel, preparing and delivering reports, and budgeting
- 4) Passion for conflict resolution and building positive workplace environments
- 5) Developed and implemented a well-organized filing system and introduced effective scheduling techniques, which increased productivity

ASTER MIMS (ASTER DM HEALTHCARE LTD)

- 1) Answered and screened telephone calls in a courteous manner, while taking messages with a high degree of accuracy
- 2) Opened, sorted, and distributed incoming messages and correspondence
- 3) Typed documents such as correspondence, drafts, memos, and emails, and prepared reports weekly for management
- 4) Assisted visitors, directing them to appropriate personnel
- 5) Passionate about data analysis and providing top-notch patient care
- 6) Analyzed all hospital data entry systems, prepared recommendations for system-wide efficiency improvement
- 7) Generated efficiency reports on order processing, identifying areas for improvement.

DECLARATION

I hereby declare that the above statements are true to the best of my knowledge,

SEFILA CP

Place : Abu Dhabi

signature :

Date :