

Farin Kathija

Receptionist cum Administrative Assistant

Dubai

mfarinkathija7_wix@indeedemail.com

+971567865363

- Positive Attitude.
- Able to work with Team.
- Good in interpersonal relations.
- Flexible to work in shifts.

Willing to relocate: Anywhere

Work Experience

Administrative Assistant

Quorum Technologies LLC - Dubai

January 2018 to Present

Worked as a Customer Support Executive (Operations) for a year in Tata Business Support Services Ltd.

Education

University of Madras

2015

SSLC

Kumaran Asan Higher Secondary School(State Board) - Chennai, Tamil Nadu

2012

Asan Memorial Senior Secondary School - Chennai, Tamil Nadu

2010

B.A in Corporate Economics

Women's Christian College

Skills

MS Office. (2 years)

Additional Information

Computer Proficiency

> MS Office.

- Good in handling multiple chats and mails.