**First Name of Application CV No 1637964**

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**CURRICULUM-VITAE**

**Career Summary:**

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures.A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

**Work Experience:**

* 4 years experience as anAdministrative Executive in F.I. Hospital, Cantt Road, Lucknow,2011-2015.
* 1 year experience as an Office Assistantin Chandra Dental College and Hospital,Safedabaad, Dist. Barabanki,Uttar Pradesh,2010-2011.

**Job Profile:**

* Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office.
* Providing secretarial services such as minute taking, WP and diary management.
* Ensuring office procedures and systems operate efficient.

**Key Skills:**

**Areas of Expertise:**

* Office procedures
* Data management
* IT skills
* Customer service
* Reception support
* Diary management

**Administrative Abilities:**

* Maintaining an electronic and hard copy filing system.
* Providing training and orientation for new staff.
* Coordinating and arranging repairs to office equipment.
* Comprehensive knowledge of Microsoft Word, Outlook, Excel and PowerPoint.
* Scheduling meetings and preparing agendas for them.
* Effective organizational skills.
* Organising travel & accommodation arrangements.
* Resolving administrative problems.
* Supervising other clerical staff.
* Conducting research on behalf of managers.
* Scheduling and delegating administrative tasks.
* Creating presentations and writing up reports.
* Ability to type at 30+ wpm.

**Personal Abilities:**

* Attention to detail.
* Punctual and reliable.
* Can work without supervision.
* Ability to cope and work under pressure.
* Good written and verbal communication skills.
* Able to work as part of a team.
* Having a patient outlook.

**Computer Education:**

* Diploma holder in Software Engineering from NIIT.
* Well versed with Ms office suite and allied.

**Scholastics:**

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION | SUBJECT/BRANCH | BOARD/UNIVERSITY | YEAR OF PASSING |
|  |  |  |  |
| Bachelor of Science | Life Sciences | LUCKNOW UNIVERSITY | 2008-2011 |
| Intermediate | English,Hindi,Science | I.S.C | 2006-2008 |
| High School | English,Hindi,Science,Maths | I.C.S.E | 2005-2006 |

**Personal Details:**

**Date of Birth :** 3rdOct 1989

**Nationality :** Indian

**Gender :** Male

**Languages known:** Hindi,English& Urdu

**Passport No :** K5314220

**Hobbies** : Music,Writing Articles ,Reading Novels