**First Name of Application CV No 1650396**

Whatsapp Mobile: +971504753686



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***AREAS OF EXPERTISE***

**Office management** a highly competent, motivated and enthusiastic administrative assistant **Administrative support** with experience of working as part of a team in a busy office environment. **Minute taking** Well organised and proactive in providing timely, efficient and accurate **Report writing**  administrative support to office managers and work colleagues. **Presentations** Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

 Currently looking for a suitable position with a reputable and ambitious company.

***PERSONAL SKILLS*** ***WORK EXPERIENCE* Time management** ***Index Group***

**Proactive and assertive**  ***ADMINISTRATIVE ASSISTANT Aug 2013 – Jan 2016***

**Flexible & approachable** Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area

***PERSONAL DETAILS*** ***Duties:***

**Keerthi Shanmugan** \* Meeting and greeting clients and visitors to the office.

**# 302, Golden Gulf Building** \* Typing documents and distributing memos.

**Bur Dubai, Dubai** \* Supervising the work of office juniors and assigning work for them.

**Mob: 00971559814421** \* Handling incoming / outgoing calls, correspondence and filing.

**keerthishanmughan@gmail.com** \* Faxing, printing, photocopying, filing and scanning.

**DOB: 07.11.1990** \* Organising business travel, itineraries, and accommodation for

**M Status: Single** managers.

**Nationality: Indian** \* Monitoring inventory, office stock and ordering supplies as necessary.

\* Updating & maintain the holiday, absence and training records of staff.

 \* Responsible for purchase orders.

 \* Raising of purchase orders and invoice tracking.

 \* Creating and modifying documents using Microsoft Office.

 \* Setting up and coordinating meetings and conferences.

 \* Involvement in social media implementation.

 \* Updating, processing and filing of all documents.

**Gust Relation Executive in Air India**

***IGIA Delhi Airport (Oct 2012 - June 2013)***

***Customer Care Executive***

***Vasan Eye Care Hospital (Apr 2010 - Sep 2012)***

***Kozhikode***

***Language*** ***KEY SKILLS AND COMPETENCIES***

***English***  \* Strong organizational, administrative and analytical skills.

***Hindi***  \* Excellent spelling, proofreading and computer skills.

***Malayalam***  \* Ability to maintain confidentiality.

 \* Excellent working knowledge of all Microsoft Office packages.

 \* Ability to produce consistently accurate work even whilst under pressure.

 \* Ability to multi task and manage conflicting demands.

 \* Ability to type at least 60+ wpm.

***IT Exposure ACADEMIC QUALIFICATIONS***

***M S Office***  **Double Degree:** English literature from Annamalai University, India

 **Bachelor of Degree**: (B.A.English & communication) from Annamali university, India

 **Diploma:** (Diploma in Aviation, Hospitality, Travel management)

 Frankfinn Aviation training institute, Calicut, Kerala