**First Name of Application CV No:** **1653036**

Whatsapp Mobile: +971504753686



**Career Objective:**

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. 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.

**Scope:**

Administrative assistant duties and responsibility includes providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to organization and communication. The admin job scope includes communicating via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner.

**Educational Profile:**

### Passed Degree in B.sc.,Visual Communication (Annai College Of Arts &Science)-Bharathidasan University,Tiruchirappalli, South India.

(Graduation Year 2016)

**IT Exposure:**

* Package deliveries
* Reception area management
* Telephone Skills
* Microsoft word, excel and PowerPoint
* Filling faxing and mailing
* Organized and flexible

**Area of Interest:**

Interest to work with **Office Administrative Assistant** related position in order to upgrade my career.

**Professional Strength:**

* Excellent communication and interpersonal skills.
* Strong determination to succeed.
* Highly organized - can priorities work schedules, manage time effectively and meet deadlines.
* Ability to take the initiative in learning about new technology and adding value to organization.
* Efficient and effective team player.
* Maintain positive attitude in the face of changes in work assignment.
* Team co-ordination and group skills.
* Able to take up responsibilities and fulfilling them.
* Habituated to work hard & flexible & willing to work anywhere.

**Additional Qualification:**

Diploma in Air Ticketing-Institute Of Airlines & Travel Agencies,Chennai.

**Job Description & Responsibilities:**

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors

**Personal Details:**

Date of Birth : 26th March 1994

Gender : Male

Marital Status : Single

Nationality : Indian

Language Spoken : Tamil, English,Hindi&Urdu