**CURRICULUM VITAE**



*Areas of Expertise*

* *Office Administration*
* *Accounting*
* *Reception*
* *Office Assistant*

*Educational Qualification*

* *Secondary School Leaving certificate*
* *Higher Secondary School Certificate*
* *DCFA- Diploma in Computer Financial Accounting*

*Professional Qualification*

* *Diploma in computerized financial accounting and practical accounting Tally, Peachtree.*
* *MS Word, Excel, PowerPoint.*

**PERSONAL SUMMARY**

A highly competent, motivated and enthusiastic Administrative Assistant and Office 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.

**WORK EXPERIENCES**

**Prime Zone Advertising and Publicity Bahrain ( Nov 2013 to Oct 2015)**

Administration Assistant

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.

Duties:

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of Office Boy and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Organizing business travel, itineraries, and accommodation for managers.
* 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.



*Personal Skills*

* *Quick learner, Resourceful and Productive.*
* *Comprehensive problem solving abilities.*
* *Hard worker while creative.*
* *Able to work independently, as a part of team, able to vaporize and grasp new things quickly*
* *Able to work under pressure.*
* *Positive attitude and team spirit.*
* *Telephone & Front Office Reception.*
* *General book keeping Filing & Data Entry.*
* *Able to coordinate with different departments*

*Personal Data:*

|  |  |
| --- | --- |
| *Date of Birth* | *: 9th July 1985* |
| *Sex* | *: Male* |
| *Nationality* | *: Indian* |
| *Marital Status: Married* |
| *Languages* |  |
| *Known* | *: English,* |
|  | *Hindi* |

*Arabic*

*Malayalam*

* 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.

**Naseej Properties B.S.C Bahrain (April 2011 to April 2013)**

Office Assistant cum Receptionist

Duties:

* Providing general office support to all office employees
* Collecting and delivering Documents and internal mail.
* Collecting and sending external mail.
* Controlling Central Control File room and all filing.
* Perform reception and switchboard duties when required.
* Makes arrangements for executive Management meetings, conferences and Board of Directors meetings.
* Responsible for operating and maintaining office equipment, arrange for repairs and maintenance as and when necessary.
* Make recommendations for new or additional office equipments as required.
* Manage stock levels of office stationary and kitchen consumables.
* Scanning all documents and Preparing & sending the photo copies/couriers/faxes.
* Taking care of all the visitors and client.
* Perform work related errands as requested such as going to the Post Office and Bank.
* Keep office area clean and tidy.

**Worked as an Office boy / Messenger at Ithmaar bank B.S.C in Bahrain March 2007 to April 2011**

**Worked as assistant accountant in store in Kerala**

**Worked as sales person Kerala and Bangalore**

**First Name of Application CV No:** **1656804**

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