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| **Uma**  [**Uma.336389@2freemail.com**](mailto:Uma.336389@2freemail.com)  ADMINISTRATIVE ASSISTANT |  |
| **CAREER OBJECTIVE:** | |
| Seeking a challenging position of Administrative Assistant in a renowned company where I will be able to utilize my clerical skills and customer service experience offering:   * Versatile office management skills * Proficiency in Microsoft Office programs * Strong planner and problem solver who readily adapts to change * Works independently and exceeds expectations * Able to juggle multiple priorities and meet tight deadlines without compromising quality * Excellent in handling the regular duties of office | |
| **EDUCATIONAL QUALIFICATIONS :** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Degree** | **University** | **College/School** | **Percentage** | | B.Sc.IT. | Mumbai University | D.A.V. College | 60% | | HSC | Maharashtra State Board | B.N.Bandodkar College | 47% | | SSC | Maharashtra State Board | Bal Vidya Mandir | 78% | | |
| **WORK EXPERIENCE :** | |
| **Able Soft Solutions – Coventry**  Office Executive  2 years (2013 - 2015) | |
| **KEY RESPONSIBILITIES & PROFESSIONAL SKILLS:** | |
| * Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs. * Responsible to handle the telephone enquiries. * Make daily work plan of seniors with proper timing. * Provide general information to the customers. * Manage the daily incoming of the customers. * Manage the documents in proper way. * Handle all the other responsibilities related to the job. * Diary management. * Strong organizational, administrative and analytical skills. * 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. | |
| **DUTIES:** | |
| * Carrying administrative duties such as filing, typing, copying, binding, scanning etc. * Answer the phone calls politely and professionally. * Provide all the information related to inquiry to the customers. * Ensure the office space is neat and clean and all the things are well ordered and organized. * Ensuring strict compliance with all of the company’s administration policies, procedures and ways of working. * Undertaking billing work, managing diaries, typing up correspondence, documents, minutes and reports. * Answering telephone calls to the office, then directing calls to the appropriate member of staff or taking messages. * Distributing the stationary as per requirement and keeping the record. * Checking the availability of stationary and other required things and ordering for them. * Maintaining the documents records. * Responding the mails. * Maintaining computer and manual filing systems. * Maintaining an effective administration system. * Rapidly responding to and resolving any administrative problems. * Making sure that information is quick and easy to locate. | |
| **PERSONAL DETAILS :** | |
| |  |  | | --- | --- | | Nationality | Indian | | Religion | Islam | | Date of Birth | 19/03/1990 | | Marital Status | Married | | Languages | English, Hindi, Marathi, Malayalam | | |
| **PASSPORT DETAILS :** | |
| |  |  | | --- | --- | |  |  | | Date of Issue | 28/09/2015 | | Date of Expiry | 27/09/2025 | | Place of Issue | THANE | | |
| **DECLARATION :** | |
| I hereby declare that the above said particulars are true and correct to the best of my knowledge & belief. | |