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| **Uma** **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
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| **EDUCATIONAL QUALIFICATIONS :** |
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| **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% |

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| **WORK EXPERIENCE :** |
| **Able Soft Solutions – Coventry** Office Executive2 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.
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| **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.
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| **PERSONAL DETAILS :** |
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| Nationality | Indian |
| Religion | Islam |
| Date of Birth | 19/03/1990 |
| Marital Status | Married |
| Languages | English, Hindi, Marathi, Malayalam |

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| **PASSPORT DETAILS :** |
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| Date of Issue | 28/09/2015 |
| Date of Expiry | 27/09/2025 |
| Place of Issue | THANE |

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| **DECLARATION :** |
| I hereby declare that the above said particulars are true and correct to the best of my knowledge & belief. |