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| RefiyathRefiyath.336808@2freemail.com  | **DSC_0623-copy.jpg** |

***Administrative Officer/Office Administrator***

**Profile**

A highly competent, motivated and enthusiastic Administrator 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 with 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.

**Administrative support professional** offering versatile office management skills and 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.

**Objective**

To work with an organization that will utilize my management, supervisory and administrative skills for mutual growth and success.

**Educational History**

[**Masters of Tourism Administration**](http://www.careerfaqs.com.au/courses/administration/diploma-of-business-administration/)

Mahathma Gandhi University, Kerala, India
**Post graduated: 2009**

**Bachelors of Arts (English Literature)**

Calicut University, Kerala, India
Graduated: 2007

**High schooling (Science with Mathematics)**

Central Board for Secondary Education, India

Graduated: 2004

**Key Skills & Abilities**

**Excellent time management skills**
Proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritised and completed in a timely and accurate manner.

**Ability to work under pressure**
Highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure.

**Employment History**

**June 2015 – December 2016:
Administration Manager, Isis Healthcare Private Limited
Palakkad, kerala, India**

**Responsibilities:**

* Office Management and maintenance.
* All kind of Ticketing, Tour Package and Accommodation (Inbound & Outbound).
* Provide Required Services to doctors & Coordination with Medical Representatives.
* Coordination of Medical Conferences and team meetings.
* Organizing business travel, itineraries and accommodation for managers.
* Took minutes during staff meetings.
* Coordinate with doctors and travel agents.
* Process inward and outgoing mail, both manually and automatically.

**September 2011 – June 2014:
Senior Administrative Officer, Leads and Deals Interactive Technologies Pvt Ltd**

**Cochin, Kerala, India**

**Responsibilities:**

* Following standardized company procedures relating to all aspects of office performance.
* Organized the set-up of all Office meetings.
* Filed and maintaining of all the Secret Company Documents.
* Managed Financial Administration.
* Dealing the Bank accounts and Salary of the staffs.
* Took minutes during staff meetings.
* Maintaining suitable and sufficient office stationary levels.
* Establishing stationary requirements for the Office.
* Process inward and outgoing mail, both manually and automatically.

**July 2009 – August 2011:**

**Administrative Assistant, PI Marketing Private Limited**

**Thrissur, Kerala, India**

**Responsibilities:**

* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming/ outgoing calls related to admin, correspondence and filing.
* Faxing, Printing, Photocopying, filing and scanning all the admin docs.
* Organizing business travel, itineraries, and accommodation for managers.
* Monitoring Office premises and its smooth functioning.
* Updating & maintain the holiday and absence records of staff.
* Creating and modifying documents using Microsoft Office.
* Updating, processing and filing of all documents.

**Trainings**

* 1 Month Hotel training in Kumarakom Lake Resort, Kumarakom, Kerala (Administration)
* 1 Month tour operation training in Golden Sand Holidys, Cochin, Kerala.
* Project in Human Resource Management in Hotels

**Achievements**

* Best employee award from PI Marketing Private Limited.
* Attended KTM 2009 (Kerala Travel Mart)