Muneera

[Muneera.361124@2freemail.com](mailto:Muneera.361124@2freemail.com)

**Professional Summary:**

 Highly focused and meticulous Entry Level Administrative Assistant with a stellar customer service record and work ethic. Effective multitasker able to handle a high volume of simultaneous clerical projects with complete accuracy and professionalism.Adept at working well independently with little to no direction or as a professional clerical staff member.

**Core Qualifications:**

* Superior administration abilities
* Strong clerical and office management skills
* Outstanding familiarity with business and management practices and principles
* Exceptional presentation and organization abilities
* Highly skilled in providing routine and complex administrative support to office
* Excellent proficiency with MS Office applications including Excel Word Access Outlook and PowerPoint
* Proven ability to handle multiple, competing priorities in an effective manner
* Sound written and oral communication skills
* Ability to work in a team but also as an individual.

**Educational Qualification:**

**Post Graduate Education Program**

University : University of Calicut, Kerala.

Program : Master of Science in Mathematics.

Marks scored : 65.00%

**Graduate Education Program**

University : University of Calicut, Kerala.

Program : Bachelor of Science in Mathematics

Marks scored : 81.25%

**Higher Secondary Schooling**

Institute : Government Higher Secondary School, Niramaruthur,Kerala

Marks scored : 77.17%

**Work Experience:**

**LEAP INFOTECH SOLUTIONS**

**Administrative Assistant  
September 2016 – March 2017**

* Assisted in performance of all administrative duties as assigned.
* Answered telephone calls and e-mails typed paper correspondence and maintained appointment schedule.
* Performed data entry computer reports and various other paperwork-related clerical tasks.
* Provided front-desk support and other clerical assistance as required.
* Prepare, record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports and relevant material
* Record and prepare minutes of meetings
* Organize travel schedules and book reservations
* Determine and launch office procedures
* Open and distribute incoming regular and electronic mail and other material and

co-ordinate the flow of information internally and with other departments and organizations

* Set up and uphold manual and automated information filing systems
* Order workplace supplies and maintain record
* Schedule and verify appointments and meetings of managers

**Interests and Hobbies:**

* Watching movies
* Reading the ancient literature
* listening to music of all genre

**Personal Details:**

* **Date of Birth : 08/03/1994**
* **Marital Status : Married**
* **Visa Status : Visit Visa**
* **Nationality : Indian**

**Declaration:**

I hereby declare that the information given above is correct and true to best of my knowledge.