



SANA

SANA.365608@2freemail.com

Administrative Assistant

AREAS OF EXPERTISE

Office management

Administrative support

Presentations

Diary management

PERSONAL SKILLS

Time management

Proactive and assertive

Flexible & approachable

PERSONAL SUMMARY

 A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organised 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 EXPERIENCE

Virtual Impulse Technology – India

ADMINISTRATIVE ASSISTANT June 2015-August2016

 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 juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Organising 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.
* 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.

KEY SKILLS AND COMPETENCIES

 Strong organizational, administrative and analytical
 skills.

 Excellent spelling, proofreading and computer 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.  Ability to type at least 60+ wpm.

ACADEMIC QUALIFICATIONS

1. 2011 – 2015

Bachelor of Technology in Electronics and Communication Engineering

St.Thomas College Of Engineering & Technology, Kerala University (71%).

1. 2009 – 2011

AISSCE(12th)

Sacred Heart Public School & Junior College, CBSE Board (69%).

1. 2008 – 2009

AISSE(10th)

Sacred Heart Public School & Junior College, CBSE Board (79%).

DECLARATION

 I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.