**Profile: Adnan**

**Visa status: Visit**

**Nationality: Indian**

**Date of birth: 04-Dec-1988**

**Email:** **adnan.369102@2freemail.com**

# SUMMARY

* **Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals.**
* **Answers a high volume of incoming calls while handling in-person inquiries from clients and colleagues.**
* **Flexible and hardworking with strong drive to succeed.**
* **Recognized with increasing responsibilities for exceptional work execution.**
* **Motivated by internal standards of excellence to exceed management expectations**

# PROFESSIONAL SKILLS

* **Software’s: MS-Word, Ms-Exel, Power point, MS-Access.**
* **Language Skills: English and Urdu (Excellent verbal and written communication)**

# EDUCATION & TRAINING

* **Bachelor in Arts(specialization in Mathematics ) The University of Kashmir, India**
* **Master of Arts(Public Administration) The Indira Gandhi National Open University, New Delhi**
* **One Year Diploma in Advanced Networking and Technologies.**
* **Orientation cum Training programs of Laboratory Management at Institute of Education, Kashmir**
* **1 Month training course in administration at District Institute of Education and trainings, Kashmir**

# Other Particulars

* **Interests: Community service, reading, sports, administration, fitness.**

# Career Experience:

* **2007-2011: Laboratory Assistant at Higher Secondary School, Kashmir.**
* **2011-2016: Worked as In-charge co-coordinator at Zonal Education Office Kashmir**

# AREAS OF EXPERTISE

* **Managing the work environment to maximize attention and engagement with the learning experiences.**
* **Applying highly developed skills of logic and design according to the work.**
* **Using strategies that promote successful transitions for individuals with exceptional learning & Training needs.**
* **Handle all media and public relations inquiries.**
* **Organizing and storing paperwork, documents and computer-based information**
* **Ordering and maintaining stationery and equipment**
* **Expertise in Team work & coordination.**
* **Recruiting, training and supervising junior staff and delegating work as required.**