#

**AREAS OF EXPERTISE**

**Financial administrationOffice proceduresTyping & word-processing Keyboard skillsFiling Reception dutiesDecision makingMS Office applications**

**SALMA**

**DUBAI, UAE**

**LANGUAGES KNOWN**

**English, Malayalam, Tamil,hindi,**

**Arabic is learning and wrieghting well**

**D.O.B : 14/02/1993 (24Years)**

**MARITAL STATUS: Married**

**NATIONALITY: Indian**

**BIRTH PLACE: KERALA, PALAKKAD**

**VISA STATUS: RESIDENTVISA(HUSBAND)**

**PHONE NO: +971505891826**

**Salma.378307@2freemail.com**

**PERSONAL SUMMARY**

**A team player, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels. Salma she has a highly organised approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. She has a reputation for delivering a high quality, personal service to both junior and senior work colleagues. Apart from being immediately**

**available, she also has a strong background in general administration along with experience of working within a customer focused**

**company like yours. Right now she is looking for a key support role whereshe will have responsibility for the administrative processes within the Office.CAREER HISTORY**

**Garments exporting Company - keralaOFFICE ADMINISTRATOR Jul 2011- 2013Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.**

**Duties:**

** Following standardized company procedures relating to all aspects of Officeperformance.  Answering incoming calls in a professional manner. Maintaining suitable and sufficient office stationary levels. Establishing stationary requirements for the Office.  Resourcing of candidates and appropriately advertising for and recruiting place-able staff. Updating databases with confidential and relevant information. Sourcing candidates C.V’s from various job boards or other media sources. Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act. Arranging interviews and confirming interviews by email. Coordinating and communicating social activities for the Office staff.**

**KEY SKILLS AND COMPETENCIESAdministration  Able to use office equipment like copiers, fax’s, scanners & printers. Ability to type 30 wpm and demonstrated proficiencyon 10-key**

**. Creating financial and statistical reports using spreadsheets.**

**Education**

**Higher secondery Diploma in multimedia**

**Computer skills : ms office ,word excel ,Photoshop ,illustator,coreldraw ,flash,**

**general knowledge of computer basics**

**DECLAIRATION**

**I PROMISED DECLAIRED I WILL BE LOYAL TO WORK AND CONSCIENCE**