**240147@gulfjobseekers.com**

**Objective:**

To position myself in the highly competitive atmosphere and to bring value to an organization which I join in, while at the same time fulfilling my personal and professional ambition.

**Profile Summary:**

Six years experience as an Office Assistant

**Professional Experience:**

Office Assistant Sep’2000-Apr’2006

*Manipal Institute of Computer Education*

***Duties & Responsibilities:***

1. Handling/Managing enquiries and attending phone calls
2. Looking after and handling cash counter
3. Receiving and sending couriers
4. Maintaining administrative and student files
5. Handling admissions and setting up the batches
6. Handling student & parent communications i.e. informing about batches/complaints/clarifications
7. Sending course material to the branches and franchise centers
8. Interaction with other branch and franchise centers
9. Data entry

**Key Competencies:**

1. MS Office
2. Good communication skills
3. Excellent team worker in multi-cultural environment
4. Can work under extreme pressure

**Academics:**

B. Com. from Bhuvanendra College, Karkala (KA), India & a passout of 1987 batch.