**SHAFEEL**

***FFICE ADMINISTRATOR***



***E-mail*** [shafeel.379252@2freemail.com](mailto:shafeel.379252@2freemail.com)

***C/o-Contact*** ***+971505891826***

***Deira-Dubai***

***CAREER OBJECTIVE***

*A challenging position in office administration/customer service with a progressive*

*Organization that values dedication, outstanding performance and offers potential for career growth*

***HIGHLIGHTS OF QUALIFICATIONS***

* Extensive experience in office administration and customer service, in a wide range of challenging situations.
* Strong track record of delivering outstanding results.
* Proven ability designing, developing and managing office administration systems.
* Exceptional problem solving ability.
* Outstanding organizational and managerial skills.
* Enjoy fast paced, multi-task environments.
* Highly effective written and verbal communication skills; get along well with others.
* Highly motivated, results oriented, great attitude.
* Extensive experience in customer care and support in a diverse range of challenging situations.
* Excellent communications ability; active listener; bright and visually observant.

*“Do what it takes to get the job done-with no excuses”*

*“A friendly and compassionate person naturally suited to customer care”*

***PROFESSIONAL EXPERIENCE***

**Office Administrator**

**Two years’ admin cum travel agent at Akbar Travels of India Pvt Ltd.**

***EDUCATION***

**Bachelor’s degree in Business Administration (University of Madras-2016)**

**Diploma in Travel and Tourism(IATA-2013)**

**Plus Two Computer Science (Higher Secondary Board Kerala-2008)**

**SSLC (Secondary Educational Board Kerala-2006)**

***DUTIES AND RESPONSIBILITIES***

* **Answering telephone calls and passing them on.**
* **Relying to email, telephone or face to face enquiries.**
* **Coordinating repairs to office equipment.**
* **Photocopying Carrying administrative duties such as filing, typing, copying, binding, scanning etc.**
* **Writing letters and emails on behalf of other office staff.**
* **Provide information to internal colleagues or external enquirers.**
* **Resolve administrative problems.**
* **Receiving, sorting and distributing the post.**
* **Greeting and assisting visitors to the office.**
* **Photo copying and printing out documents on behalf of other colleagues.**
* **Managing staff appointments**
* **Handling sensitive information in a confidential manner**
* **Covering the reception desk when required.**

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|  | ***PERSONAL PROFILE*** |
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| **Date of Birth** | **20/06/1990** |
| **Nationality** | **Indian** |
| **Religion** | **Islam** |
| **Gender** | **Male** |
| **Marital status** | **Single** |
| **Languages** | **English, Hindi and Malayalam** |
|  | ***INTERESTS*** |

* **Football**
* **Travelling**
* **Music**
* **Spending with friends**
* **Spending with family**
* **Cricket**
* **Movies**
* **Puzzles**
* **Reading**

***DECLARATION***

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

**SHAFEEL**