ANJU



OFFICE ADMINISTRATOR

Oﬃce Administrator with 3 years proven track

record of managing all activities within the

oﬃce. Demonstrated ability to handle visitors,

direct calls, schedule meetings and distribute

correspondence, letters, and faxes. Eﬃciently

maintains oﬃce supplies and liaises with other

departments as needed.



anju-393351@2freemail.com



20 June, 1993



**EXPERIENCE**

**OFFICE ADMINISTRATOR** CALICUT



*07/2016 – 06/2019*

Coordinating oﬃce activities and operations to secure eﬃciency and compliance to company policies.



Interacting with customers professionally by phone, email or in-person to provide information and direct to desired staﬀ members.



Performing general oﬃce clerk duties. Such as Issue invoices to customers, Update customer files with issued invoices, Receive payments through various methods and check for credibility etc.



Creating, maintaining, and entering information into databases.



Keep stock of oﬃce supplies and place orders when necessary.



Build long term relationships with new and existing customers.



Understanding customer needs and oﬀering solutions and support.



Preparing quotations and proposals and also invoices.



**SKILLS**



Microsoft oﬃce Customer service Clerical



Time management Administrative support



Record maintenance Handling calls and mails



Oﬃce management Scheduling and Calendering



Problem solving

**STRENGTHS**

Confident and Determined

Hard working

Fast learner

Self motivated

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **PERSONAL DETAILS** |  |
|  | **EDUCATION** | Nationality : Indian |  |
|  |  |  |
|  | **BACHELOR OF ENGINEERING- 2016** | Current City : Dubai |  |
|  |  |
|  | KARAVALI INSTITUTE OF TECHNOLOGY, |  |  |
|  | MANGALORE | Visa Status : Visit Visa |  |
|  | Computer Science - 55% |  |  |



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| --- | --- | --- | --- |
|  | **HIGHER SECONDARY - 2010** | **LANGUAGES** |  |
|  |  |
|  |  |  |
|  | GHSS THALAPPUZHA | English |  |
|  | Computer Science- 72% | Malayalam |  |
|  |  |
|  |  |  |
|  | **SSLC - 2008** | Kannada |  |
|  |  |
|  |  |  |
|  | FR.GKMHS KANIYARAM | **LEISURE INTERESTS** |  |
|  | 73% |  |
|  |  |



Reading book Travelling Listening music