

RUBIYA

**Email:** **rubiya-396529@2freemail.com**

 **Sharjah*–* U.A.E.**

Summary:

Committed and motivated Office Assistant with exceptional customer service and have profound knowledge about office procedures.Strong work ethic,decision maling skills,professional demeanor,and great initiative.Proficient at quickly learning new procedures and taking ownership of diverse projects.

# Work Experience:

**Office Assistant (2018 Apr - 2019 Feb)**

**Bank in Kerala**

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* **Answering all incoming calls,emails and re-routing them to relevant parties.**
* **Greeted customers and visitors in-person and via telephone calls.**
* **Responsible for measuring,monitoring and evaluating projects undertaken by the office.**
* **Prepared meeting agendas and minutes,routine correspondence and monthly reports.**
* **Data entry onto internal systems.**
* **Reporting any problems to office manager,performed various office tasks as needed and assigned.**
* **Answered and quickly redirected upto 60 calls per day.**
* **Scheduled and confirmed appointments and meeting for customers.**

# Skills:

* Excellent telephone manner.
* Excellent communication skills.
* Multitasking ability.
* Well organized and efficient.
* Smart,presentable appearance.
* Self motivated,proactive & hard working.
* Good IT skills Excel,Email,Internet.
* Knowledge about office procedures.

# Education:

* BA English Literature
* Diploma in Tally
* Diploma in MS Office

# Personal Particulars:

Nationality : Indian

Gender : Female Date of Birth : 03-03-1995

Religion : Islam Marital Status : Married

# Languages known:

English : Read, Write and Speak

Hindi : Read, Write and Speak

Tamil : Speak

Malayalam : Read, Write and Speak (Native) Arabic : Read and Write