

* **SAIYAD**

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**Administrative Assistant**

**EDUCATION**

**CAREER**

**Bachelor of Legislative Law / LL.B**

Kumaun University, Nainital (U.K)

2018-Present

**Master of Commerce/ M.Com**

Kumaun University, Nainital (U.K)

2015-2017

**Bachelor of Commerce/ B.Com**

Kumaun University, Nainital (U.K)

2012-2015

**Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a My graduation has been accomplished in the field of commerce and the master from the same also possessing for LL.B expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.**

**PROFESSIONAL EXPEREINCE**

**KEY SKILLS**

Adept In Technology Time Management Communication Skills

**COMPUTER SKILLS**

Microsoft Office

**MS Word**

**MS Excel**

**MS PM**

**MS PPT**

**MS ACCESS**

**MS Outlook**

**Tally ERP9.0**

**Quick Book**

**Adobe PS**

**AI**

ADMINISTRATIVE ASSISTANT

**Tour and Travels in INDIA**

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members
* Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals
* Recorded, transcribed, and distributed minutes of meetings

**TYPING SPEED**

**ABC 12-13(K) KPH**

**123** **16-17(K) KPH**

**INTERNET**

* **Gmail**
* **Yahoo**
* **Hotmail**
* **Rediffmail**

**SOCIAL MEDIA**

**Facebook**

Email: [saiyad-396908@gulfjobseeker.com](mailto:saiyad-396908@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**LinkedIn**

**Twitter**

**WhatsApp**