

Resume



Administration Assistant

Muhammed Asharudheen
Doha-Qatar

Mobile : +974 70123771

E-mail:
azharudheenmuhd@gmail.com

Nationality : Indian

Religion: Islam
Marital Status : Single

Personal skills

Calm under pressure

High personal standards

Timekeeping

Using initiative

Quick learner

Confident

Career Objectives:

To work for a reputable organization whereby I can enhance my career utilizing my academic qualifications, communication skills and career ambition. I wish that I can grow professionally and be a key responsible member of the team meaningfully contributing to the growth of the organization.

To obtain an Administration Assistant position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.

Nature of duties:

- Proven experience as an Office Assistant or in a similar role
- Assist in managing office supplies and placing orders when necessary, Maintain an adequate stock of standard office supplies on-hand to permit efficient office operation
- Assisting in office work such as filing, photocopying, faxing, printing and scanning, mostly involve passing and collecting paper documentations between offices and departments.
- Take and distribute accurate messages, greet public and clients and direct them to the correct staff member.
- Support colleagues with various tasks as needed, Ensure that the office is well-stocked and prepared for daily activities
- Setting tables for meeting and conferences, monitor incoming emails and answer or forward as required.
- prepare outgoing mail for distribution, fax, scan and copy documents Maintain office filing and storage systems.
- update and maintain databases such as mailing lists, contact lists and client information.
- update and maintain internal staff contact lists.
- co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards.
- ensure office equipment is properly maintained and serviced
- Assist with all schedule coordination efforts to ensure issues at all phases of the project through
- Maintain department files and records. Index and maintain all records and ensuring all records held are retrievable and Well versed in Windows, Microsoft Office, desktop publishing, and database management.
- Setting up promotional displays, organizing promotional events.
- Assist in making travel arrangements for staff personnel as may be needed.

Language known:

English, Arabic, Hindi, Malayalam.

Passport Details

Holder of Indian Passport Issued at
KOCHIN with Number
S6905126

Visa Status :
Working Visa Transferable
With NOC

Professional Summary

Having total 2 years of experience in the field of
Administration Assistant

WINK TRADING.WLL

Designation : Administration Assistant

Description :

- Assisting in office work such as filing, photocopying, faxing, printing and scanning, mostly involve passing and collecting paper documentations between offices and departments.
- Take and distribute accurate messages, greet public and clients and direct them to the correct staff member.
- Support colleagues with various tasks as needed, Ensure that the office is well-stocked and prepared for daily activities
- Setting tables for meeting and conferences, monitor incoming emails and answer or forward as required.
- prepare outgoing mail for distribution, fax, scan and copy documents Maintain office filing and storage systems.
- update and maintain databases such as mailing lists, contact lists and client information.
- update and maintain internal staff contact lists.
- ensure office equipment is properly maintained and serviced

Professional Qualification:

BBA-degree Bachelor of Business administration-Government of India

Software Qualification:

Good working knowledge MS Office, Excel, Word, Internet and Email.

Special Attribute:

- Self-Starter & Highly motivated.
- Strong Organizational skills.
- Good Computer & Interpersonal skills.
- Quick decision making ability.
- Get quickly acquainted with new trends and able to grasp new ideas.
- Hard working and flexible to work in shifts.
- Creative problem solver.
- Can inspire others and lead a team.

I declare that the information furnished above is true and correct to the best of my knowledge.

Muhammed Asharudheen KP

