



AHANYA VIJAYAKUMAR

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✉ ahanyaveena11d@gmail.com

📍 Dubai, UAE

EDUCATION

2018 - 2021 **BACHELOR OF COMMERCE**
- Kerala University

CERTIFICATIONS

- Social Media & Digital Marketing
- Advanced Excel

PERSONAL STRENGTHS

- **STRONG ORGANIZATIONAL SKILLS** – Efficient in managing documents, records, and office operations.
- **DETAIL-ORIENTED** – Ensures accuracy in data entry, invoicing, and financial record-keeping.
- **CUSTOMER SERVICE EXCELLENCE** – Focused on enhancing customer satisfaction and service quality.
- **ADAPTABILITY & FLEXIBILITY** – Quick to learn new processes and adjust to dynamic work environments.
- **SELF-MOTIVATED & PROACTIVE** – Takes initiative and works independently with minimal supervision.
- **STRONG NEGOTIATION SKILLS** – Experienced in payment follow-ups and resolving financial discrepancies.

COMPUTER PROFICIENCY

Microsoft Office ★★★★★
Canva ★★★★★
Internet & Email ★★★★★

PROFESSIONAL SUMMARY

Detail-oriented and highly organized administrative professional with experience in office management, customer service, data entry, and document handling. Skilled in maintaining records, preparing reports, and managing daily business operations with efficiency. Adept at handling customer inquiries, scheduling, invoicing, and coordinating office tasks to ensure seamless workflow. Proficient in Microsoft Office Suite, data management, and administrative support. Strong problem-solving abilities, excellent communication skills & a proactive approach to task management.

SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Public Relations

Attention to detail

Analytic Skills

WORK EXPERIENCE

RECEPTIONIST & OFFICE ASSISTANT | 6 Months

TECHO INFORMATION TECHNOLOGY LLC

KEY RESPONSIBILITIES

- Managed and organized all company documents, maintaining Excel sheets for efficient record-keeping.
- Handled customer inquiries, complaints, and feedback resolution to improve service quality.
- Scheduled and coordinated interviews and meetings.
- Prepared quotations, stock reports, and maintained inventory records.
- Followed up on payments and ensured timely collections.
- Tracked pending work and assigned tasks to workers accordingly.
- Assisted in general administrative tasks, including office correspondence and documentation.

ADMINISTRATIVE OFFICER | 1 Year

SK CREATIVES DESIGN & ART WORK SERVICES, INTERNATIONAL CITY, DUBAI, UAE

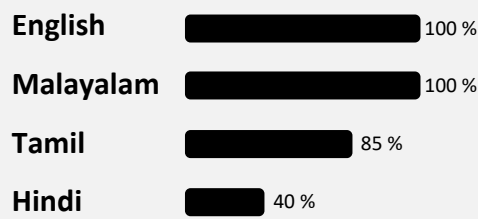
KEY RESPONSIBILITIES

- Managed customer inquiries & complaints with professionalism.
- Handled invoicing, prepared quotations, and managed mail distribution (incoming & outgoing).

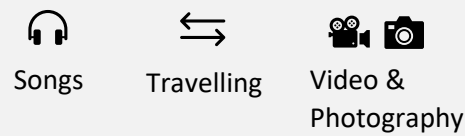
PROFESSIONAL SKILLS

- Administrative Support & Office Management
- Data Entry & Document Management
- Customer Service & Client Relations
- Invoicing, Billing & Payment Follow-ups
- Quotations & Inventory Management
- Scheduling & Calendar Management
- Record-Keeping & Filing Systems
- Handling Incoming Calls & Office Correspondence
- Complaint Handling & Feedback Resolution
- Marketing Support (Advertisements & Posters)

LANGUAGES



INTERESTS



REFERENCE

- Available upon request

- Maintained an organized filing system for customer and external partner data.
- Designed advertisements and posters for marketing purposes.
- Assisted in office administration, scheduling and business correspondence.
- Ensured accurate record-keeping and database updates.

DATA ENTRY OPERATOR | 2022 – 2023
SYNTRIO TECHNOLOGIES PRIVATE LIMITED, KERALA, INDIA

KEY RESPONSIBILITIES

- Verified data files for accuracy before entry to ensure data integrity.
- Scanned and saved essential documents into the database for record-keeping.
- Completed high-volume data entry tasks with efficiency and precision.
- Entered numerical data into company systems with speed and accuracy.
- Managed and maintained digital and physical records.
- Assisted in organizing and categorizing large data sets for better accessibility.

OFFICE ASSISTANT | 2021 – 2022
GOOD FRIEND BEVERAGES INDIA PRIVATE LIMITED, TVM, KERALA, INDIA

KEY RESPONSIBILITIES

- Managed incoming calls, emails, and office communications.
- Maintained and updated spreadsheets for data management.
- Issued and processed customer invoices and billing statements.
- Compiled reports and presented data insights to management.
- Updated paperwork, maintained office documents, and assisted in word processing.
- Handled sales and purchase bill documentation while ensuring GST compliance.
- Coordinated office logistics, supply inventory, and vendor management.
- Assisted in administrative support functions to ensure smooth business operations.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 11/12/2000
Nationality	: Indian
Marital Status	: Single
Visa Status	: Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

AHANYA VIJAYAKUMAR