

ASHIQUE PV

Al Barsha Dubai

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Profile Summery

Highly organized and experienced Office Administrator with 1 year of experience in managing a wide range of administrative tasks, Seeking an Office Administrator position in a fast-paced and challenging environment where I can use my skills and experience to make a significant contribution.

Work Experience

Hima Care Home & Dialysis Centre Public Relations Officer Kerala - India - 2022-2023

- Scheduling appointments and coordinating meetings
- Managing incoming and outgoing mail
- Preparing and submitting expense reports
- Maintaining office supplies and equipment
- Greeting and directing visitors
- Assisting with special projects as needed

Voice Of Rahmaniya Coordinator Remote – India - 2021 – 2022

- Develop and implement media plans to promote a company's brand, products, or services
- Work with media outlets to create and distribute engaging content
- Build and maintain relationships with media professionals
- Analyse data to identify trends and opportunities
- Assist with other marketing and communications initiatives

Skills

- Proficient in Microsoft Office Suite and Google Suite
- Excellent organizational and time management skills
- Strong problem-solving and analytical skills
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills
- Customer service oriented

Education

Rahmaniyya College

Rahmani Graduation - 2014-2021

Calicut University

English Literature BA - 2018-2021

Languages

English - Fluent

Hindi - Fluent

Arabic - Fluent

Urdu - Fluent