



Mohammed shamas

Administrative

Motivated and organized administrative professional seeking an entry-level position in an administrative role. Strong attention to detail, excellent organizational skills, and a proactive approach to problem-solving. Eager to contribute to the efficient operation of an organization while gaining practical experience and further developing administrative expertise.

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Knowledge of office management systems and software
- Excellent written and verbal communication skills
- Strong organizational and multitasking abilities
- Attention to detail and accuracy in data entry and documentation
- Ability to work independently and collaboratively in a team environment
- Problem-solving and decision-making skills
- Professional phone etiquette and customer service skills

Contact

Phone

0504245108

Email

Shammasind@gmail.com

Address

Al nahda,dubai,UAE

Education

2021

Bachelor of commerce

Kannur university,kerala

2018

Secondary education

iemhss pallikkara

Hard skills

- Microsoft excel
- Microsoft word
- Tally
- Arabic data entry
- English data entry

Language

English

Hindi

Malayalam

Tamil

Experience

- 2021 - 2022

Smartwise pvt ltd Calicut,kerala,india

Functions & responsibility

- Assisted with general administrative tasks, such as filing, data entry, and document management.
- Managed and organized office supplies, inventory, and equipment.
- Responded to inquiries via phone, email, and in-person, providing information and resolving issues.
- Scheduled appointments and meetings, coordinated calendars, and prepared meeting materials.
- Assisted in preparing reports, presentations, and spreadsheets for various projects.
- Collaborated with team members to streamline processes and improve efficiency.

Declaration

I hereby declare that all the above is correct to the best of my knowledge and belief

Mohammed shamas