

AJITH NAIR C

OFFICE ADMINISTRATOR

Al-Nahda 1, Dubai, United Arab Emirates
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DOB: 08/09/1993 | Visa Status: Visiting Visa



PROFESSIONAL SUMMARY

Versatile and detail-oriented Office Administrator with 7+ years of experience supporting day-to-day office operations, procurement, inventory, and internal coordination. Adept at managing schedules, maintaining accurate records, and streamlining administrative workflows. Strong communication and organizational skills with a background in finance and payroll systems.

PROFESSIONAL EXPERIENCE

❖ **Office Administrator/Accountant** *Superior Ltd, Malappuram, Kerala, India.* *Oct 2017 – Present*

- Managed all administrative operations including scheduling, office procurement, and filing systems.
- Coordinated with vendors and maintained procurement records, reducing supply delays by 20%.
- Handled daily accounting operations including payroll and expense tracking.
- Supported internal communication and scheduled executive meetings and appointments.
- Maintained office inventory and organized storage systems for improved accessibility.

❖ **Technical Assistant** *Federal Bank, Kuttippuram, Kerala, India.* *Sept 2016 – Aug 2017*

- Provided clerical and administrative support for customer service operations.
- Prepared and maintained documentation for account opening and financial services.
- Assisted with regulatory documentation and internal audits.

❖ **Office Accountant**
Gaurika Automation Ltd, Calicut, Kerala, India.
Aug 2015 – July 2016

- Handled daily office accounting and document control for engineering projects.
- Tracked inventory and coordinated logistics with the warehouse team.
- Supported project teams with schedule tracking and administrative tasks.

EDUCATION

❖ **Bachelor in Computer Applications (BCA)**
Bharathiyar University, Calicut, Kerala, India
Jun 2016 – Dec 2019

❖ **Diploma in Home & Building Automation**
Automation Academy, Calicut, Kerala, India
May 2015 – Jul 2015

❖ **Diploma in Electronics & Communication Engineering**
Kerala Technical Board, Thirurangadi, Kerala, India
Jun 2011 – Mar 2014

PROFESSIONAL SKILLS

- Accounting Software: QuickBooks, Tally ERP (if applicable), MS Excel
- Tools: MS Office (Word, Excel, Outlook), Google Workspace
- Financial Tools: Budgeting Templates, Payroll Systems

SOFT SKILLS

- Accuracy & Attention to Detail
- Problem Solving
- Team Collaboration
- Time Management
- Customer Service
- Adaptability

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Native)