



KHADEEJA M

Administrative Assistant

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khadeejam7626@gmail.com

Visa Status - UAE Visit Visa

Nationality- Indian

Date of Birth - 02-03-1999

Availability - Immediate

ABOUT

Junior commercial trainee with a diploma in Commercial Practice from the State Board of Technical Education, Kerala. Experienced in transcription and record-keeping, with a solid foundation gained through a one-year plus internship at the Department of Space, Vikram Sarabhai Space Centre, India. Proficient in Accounting and administrative tasks. Actively seeking suitable opportunities to leverage my skills and contribute to organizational efficiency.

EXPERIENCE

Vikram Sarabhai Space Centre, India - *Apprentice Technician*

JANUARY 2021 - APRIL 2022

- Trained in data entry tasks related to Purchase, involving the preparation of Tender Enquiries, Purchase Orders, and Order Amendments using COWAA & COINS (ISRO developed in-house software).
- Proficient in maintaining the Indent Register and updating File Status in PPMS.
- Implemented effective organizational practices, including numbering and flagging relevant pages to ensure file cleanliness and tidiness.
- Recorded and tracked all activities during the training period, facilitating regular follow-ups to assist employees in staying informed.
- Demonstrated a proactive approach in checking and clearing inward correspondence (dak) in a timely manner.
- Contributed to drafting various documents, including CDEC and GST concession certificates.

- Assisted in the processing of files, including Tender preparation, CST preparation, and Purchase order preparation, in the New E-procurement system with diligence.
- Played a key role in Limited Tender opening and preparation of Comparative Statements by scrutinizing received tenders.

EDUCATION

Women's Polytechnic College, Kerala

Diploma in Commercial Practice

JUNE 2017 - APRIL 2020

Graduated with Distinction under Scheme of State Board of Technical Education, Kerala Government.

PROFESSIONAL SKILLS

- MS Office
- Accounts & Tendering
- Administrative Support
- File Management
- Documentation

PERSONAL SKILLS

- Organizational Skills
- Communication
- Proactivity
- Diligence
- Adaptability
- Time Management
- Team Collaboration

LANGUAGE PROFICIENCY

- ❖ **English** - Read, Write & Speak

