



THASNI RASIK

ADMINISTRATION ASSISTANT

CONTACT

☎ 0569624543

✉ thaznithazni03@gmail.com

📍 Dubai

EDUCATION

2015-2018

CALICUT UNIVERSITY

- Bachelor of commerce (Finance)

2019-2020

G-TEC EDUCATION

- DIFA (Diploma in indian and foreign accounting course)

SKILLS

- Microsoft excel
- Communication
- Team work
- Data analysis
- Work hard
- Microsoft office
- Typing skill

LANGUAGES

- English
- Malayalam
- Hindi

PROFILE

Experienced administrative assistant with 2+ years of experience providing efficient support for executive and senior leadership teams. Skilled in organizing, scheduling and communication.

WORK EXPERIENCE

● ASHTREE CLINIC UAE, Burdubai

Admin assistant

- Detailed data entry of individual profile of swab through DHA (hasana) for Covid-19 tests and other daily day to day work assigned with it.
- Performed administrative functions such as data entry filling and customer service

● BENTEC COMPUTER LLC UAE, Abuhail

2025 - 2029

Receptionsist and Cashier

- Completed customer transactions on the cash register
- provided excellent service to customers by promptly attending to their shopping needs
- answering inquiries and resolving complaints followed cash handling procedures strictly as per the company policies
- Provided customers with consistent and delightful service