



**KAVYA SURESH**

**+971 565312956**

**kavyasuresh9249@gmail.com**

**Dubai, UAE**

**POSITION: OFFICE ASSISTANT**

**PERSONAL INFORMATION:**

Nationality: **INDIAN**  
Date of Birth: **17/12/1998**  
Gender: **Female**  
Language: **English, Malayalam**

**PASSPORT INFORMATION:**

Passport NO: **Y9876519**  
Issuing Date: **06/10/2023**  
Expiry Date: **05/10/2033**  
Visa Status: **Visit Visa**

**SKILLS:**

- Typing skills
- Knowledge of basic accounting principles and procedures
- MS Word
- MS Excel
- MS PowerPoint
- Practical Hardware

**HOBBIES:**

- Social Media
- Listening Music's
- Reading

➤ **PERSONAL SUMMARY:**

Highly motivated individual with 1 years of experience in the position of Office Assistant. Seeking to be a part of a progressive organization that gives scope to apply my professional knowledge and skills and help me to grow in my career along with the growth of the organization.

➤ **EDUCATION & QUALIFICATION:**

- Postgraduate Certification (MSc. Physics) – India
- Business Logistics (Material Management, Warehousing and inventory, Export Procedures, Commercial Shipping, Multimode transportation.)
- Accounting – 1 year Course (Quick-book, Tally, Trad easy, Peachtree)

➤ **PROFESSIONAL EXPERIENCE:**

- Position: Office Staff  
Company: Shankar Acharya Computer Center - INDIA  
Duration: 1 YEARS

➤ **RESPONSIBILITIES:**

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies

**CORE QUALIFICATIONS:**

- A thorough professional, hard Working, Sincere and honest.
- Ready to work in challenging conditions.
- Has an exceptional communication and interpersonal relation skills.
- Good communication skills and an excellent telephone manner.
- Good communication skills
- Excellent attention to detail
- Ability to work independently and work in a team
- Able to respond quickly in emergency situation
- Supervising the work of junior staff

➤ **DECLARATION:**

“I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

**KAVYA SURESH**