

MOHD RAMJAN

OFFICE ADMINISTRATIVE ASSISTANT

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Nationality: INDIAN | [linkedin.com/in/mohd-ramjan-806244212](https://www.linkedin.com/in/mohd-ramjan-806244212)



Professional Summary

Office Administrative Assistant with [3] years of experience supporting daily operations in fast-paced office environments. Proven ability to manage administrative tasks, coordinate schedules, maintain records, and provide exceptional support to executives and teams. Skilled in Microsoft Office Suite, calendar management, data entry, and customer service. Known for strong communication skills, discretion with confidential information, and the ability to multitask.

Work Experience

Office Administrative Assistant

Ubuy Technology Pvt Ltd., Jaipur, Rajasthan, India

March 2022 – April 2025

- Managed day-to-day administrative operations, including scheduling, filing, data entry, and correspondence, ensuring efficient office workflow.
- Prepared and formatted reports, presentations, and internal communications using Microsoft Office Suite.
- Maintained and updated records in internal systems (CRM and Excel), achieving 99% data accuracy across multiple departments.

Education

Bachelor of Computer Application

P. D. U. Shekhawati university, Sikar Rajasthan, India

Graduated: 2021

Skills

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|---|--|
| • Office Administration | • Google Workspace(Docs, Sheets, Calendar) |
| • Front Desk Operations | • Data Entry and CRM Software |
| • Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) | • Inventory Management |
| • Ms Excel(Vlookup, Hlookup, Pivot Tables, Charts) | • Time Management |
| • Database Management | • Problem Solving and Multitasking |

Language

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|-----------|--------|
| • English | • Urdu |
| • Hindi | |

Passport and Visa

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| • Passport No. : V3641011 | • Date of Expiry : 21/10/2031 |
| • Date of Issue: 22/10/2021 | • Visa Status : Visit Visa |