

# MEKHA PANCHAMAN

## OFFICE ADMINISTRATOR



## About Me

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

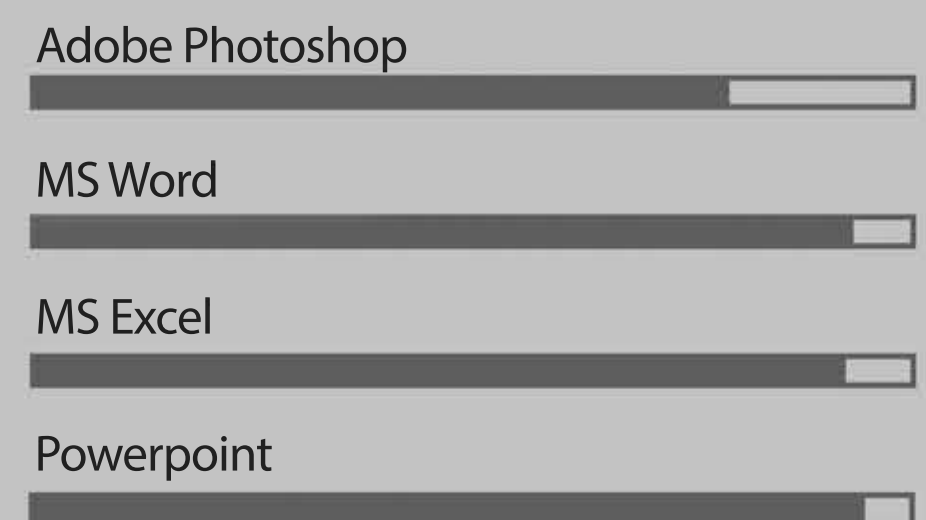
## Contact

 **00971 553120148**  
**mekhapanchaman@gmail.com**

 **AL RASHIDYA 2, AJMAN  
UAE**

## Skills

### SOFTWARE



### PASSPORT DETAILS

Passport No : U7692730  
Place of issue : Cochin  
Date of issue : 18-12-2020  
Date of expiry : 17-12-2030

### LANGUAGES

English  
Hindi  
Malayalam  
Tamil



## EDUCATION

### UNIVERSITY: BACHELOR IN COMPUTER APPLICATION

Graduated BCA from CMS College Kottayam, India in 2016

### HIGHER SECONDARY: COMPUTER APPLICATION

Completed Higher Secondary from Gov. V.H.S.S, Kottayam, India in 2013

### SSLC: KERALA BOARD

Completed SSLC from CMS College Higher Secondary School, Kottayam, India.



## WORK EXPERIENCE

### ADMIN + DESIGNER: 2022

Worked as an Office Administrator and Product Label Designer at **Royal Palace Foam Factory**, Al Jurf, Ajman, UAE in the period of 22-Nov-2022 to 15-June-2023.

### ADMINISTRATOR: 2022

Worked as an Office Administrator at Techmi Maintenance Company, Nuemia 2, Ajman, UAE in the period of 15-May-2022 to 09-Oct-2022.

### ADMINISTRATOR: 2016

Worked as an Office Administrator at Airon Academi, Kochi, India in the period of 06-Sep-2016 to 20-Dec-2017.

## PERSONAL STRENGTH

- Willing to shoulder challenges and responsibilities
- The burning desire of Self Improvement
- Friendly
- Ability to adapt any type of environment
- Easy moving type with people

## PERSONAL DETAILS

Date of birth : 01.12.1995  
Gender : Female  
Nationality : Indian  
Marital Status : Married

## DECLARATION

I hear by declare that the above written particulars are true and correct to the best of my knowledge.