

NESUHA ILLYAS M

OFFICE ASSISTANT

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PROFESSIONAL SUMMARY

Detail-oriented and hardworking professional with **1 year of experience in the data entry field**. Possess a **Diploma in Medical Laboratory** with a strong ability to handle administrative tasks efficiently. Adept at managing office operations, multitasking, and problem-solving to ensure a smooth workflow. Skilled in handling various situations in a fast-paced office or company environment with professionalism and adaptability. Committed to accuracy, confidentiality, and delivering high-quality results.

EDUCATION

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|--|-----------------------|
| • Digital Marketing,
Avodha institute, Kerala, India | 2024 - Present |
| • Hospital administration and management English,
Avodha institute, Kerala, India | 2023 - 2024 |
| • Diploma in medical laboratory
Matha institute of medical laboratory, Kerala, India | 2022 – 2023 |
| • Higher Secondary,
MES Women's College, Kerala, India | 2018 – 2019 |

EXPERIENCE

MS JJV Events Organized & Managing, Dubai, United Arab Emirates

Sales Coordinator and Data Entry Operator

(2023) – (2024)

- **Answering Telephone Calls:** I handled incoming calls professionally, ensuring that inquiries were addressed promptly and that calls were directed to the appropriate departments or individuals within the organization.
- **Scheduling Work for Drivers:** I coordinated and organized the schedules for drivers, ensuring they had clear instructions regarding their routes, deliveries, and pickups. This included managing any last minute changes and ensuring that all transportation operations were streamlined.
- **Forwarding Incoming Calls:** As part of my administrative duties, I efficiently forwarded incoming calls to the relevant personnel, ensuring that communication within the company was smooth and that urgent matters were handled promptly.
- **Directing Visitors to the Meeting Area:** I was responsible for welcoming visitors and guiding them to the appropriate meeting areas, maintaining a professional environment and ensuring that visitors felt comfortable while waiting.
- **Calculating Overtime for Workers:** I calculated and maintained records of overtime hours worked by employees. This required accuracy and attention to detail, as well as ensuring that overtime pay and records complied with company policies.

SKILLS AND STRENGTHS

- **Communication Skill**
- **Time Management**
- **Attention to Deal**
- **Effective Team Work**
- **Digital Marketing**
- **Team Building**

LANGUAGES SKILL

- **English**
- **Hindi**
- **Tamil**
- **Malayalam**

INTERESTS

- Continuous learning and skill development.
- Exploring new technologies and software
- Study about the Business Ideas and skills.

PERSONAL INFO

- Nationality : Indian
- Date of birth : 25/02/2004
- Marital status : Single

- Passport No : W0885960
- Exp. Date : 19/05/2032
- Vista status : Visit visa

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details shared.