



RESHMA R NAIR

OFFICE ADMINISTRATION

CONTACT

☎ +91-7507520596

✉ rnair1996@gmail.com

📍 Kochi

EDUCATION

2014
YCMOU

- B.Com

2008
MAHARASHTRA BOARD

- HSC

2006
MAHARASHTRA BOARD

- SSC

SKILLS

- Tele-calling
- Excellent Verbal and Written Communication
- Good coordinator
- Teamwork
- Time Management
- Leadership
- Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Marathi (Fluent)
- Malayalam (Fluent)

PROFILE

Seven years of Office Admin experience encompassing many aspects of office operations. Have multitude of skills and ability to work and handle complex issues bringing strong knowledge of carrying supervision and coordination duties with the aim of ensuring smooth office operations. Possess exceptional administrative, accounting and human resource skills in order to provide the company with support in coordinating day-to-day administrative efforts between departments.

WORK EXPERIENCE

HC24 Ltd. UK

JULY 2021 - PRESENT

Office Administrator

- Assisting the Admin Manager in performing the office work Organize and schedule meetings and appointments
- Monitoring budgets and preparing reports. Write letters and emails on behalf of other office staff
- Responsible to handle telephone enquiries
- Make daily work plan of seniors with proper timing
- Provide information to clients

Roma One Stop Solution, Fujairah

Nov'18 - Dec'2020

Admin Assistant

- Assisting the Admin Manager in performing the office work
- Organize and schedule meetings and appointments
- Write letters and emails on behalf of other office staff
- Responsible to handle telephone enquiries
- Handle all the other responsibilities related to the job

George Construction Co. Nagpur

June 16— Nov 18

Office Assistant

- Responsible for all aspects of the day to day running of filing, copying, report writing, and invoicing jobs
- Provide information to clients
- Manage proper documentation

REFERENCE

Available on Request