

# JAHIRU BEGUM

E-mail: [jahirubegum@gmail.com](mailto:jahirubegum@gmail.com)

Mobile No.: 0569642926



Versatile Administrator, having more than 6 years of experience, well versed in office management, Filing and documentation, report generation, handling MOM, Client handling and registration using CRM, providing procurement, operations and logistics assistance, handling general accounts, providing HR Assistance. Can handle confidential information delicately. Personable and approachable person with good communication and team work capabilities, looking for a job, to invest my knowledge, experience and skills for the best.

## WORKS DONE

- Performs Secretarial and Administrative work required to ensure the efficient operation of the office/school, such as entering time and attendance, substituting the work for the absent staff
- Assist the General Manager with routine and confidential secretarial tasks by scheduling interviews, meetings with Suppliers, Clients, Investors and other Partners
- Attend meetings and prepare MOM for all the staffs
- Handle all the documents, cheque books along with tracker and reminders, and confidential files
- Handle the Bank accounts with access, and maintain confidentiality, recording it regularly
- Attend phone calls, communicate with the clients and suppliers on a daily basis
- Handle all the mails and customer phone calls on a daily basis
- Monitor workflow and progress of work produced, maintain Staff Attendance
- Generate weekly reports for credit cards and cash flow to the General Manager
- Make quotations, communicate with clients for Receivables, generate reports on work completion, provide sales coordinators with updated pricelist as per management instructions
- Sending emails to suppliers, clients, for vendor registration and client registration, filling forms for the suppliers and clients
- Make monthly calendar for the events for the forthcoming month and edit it accordingly
- Documentation, filing and update of reports and records
- Payment of all utilities and manage the properties of the owner
- Make data entries for the expenses done along with the filing of the receipts
- Handle petty cash, card and Bank transfer and provide balance sheet for monthly report
- Make payroll sheets and handle HR works such as Staff document maintenance, recruitment process handling, Salary Slips, Leave certificates and others as per management orders
- Communicate with parents & student for registration and academic purposes
- Make sure the office supplies are sufficient
- Prepare VAT filing document and cross check the tax file for VAT filing
- Make sure the office supplies are sufficient
- Prepare VAT filing document and cross check the tax file for VAT filing
- Other duties as per management instructions

## EXPERIENCE

### **Extreme Excite Event Management, Dubai – Office Secretary/Admin**

July, 2021 – Aug, 2023

### **PWG Group, Abu Dhabi – Client Relationship Manager**

Jan, 2021 – June, 2021

### **Jyoti Vidhyalaya Public School, Tamil Nadu – Office Admin**

June, 2017 – November 2020

### **CSC Computer Education, Tamil Nadu – office Admin/Secretary**

June 2013 – Jan 2015

## EDUCATION

---

### BE-Computer Science

CGPA: 8.0

Diploma in Computer Applications-Grade A

HSC- 75%

SSLC- 82%

## SKILLS

---

- Microsoft office Suite- well versed in Excel, Presentation and Word
- Report Generation
- Excellent Customer Service and highly organized
- Good Time Management and Multitasking
- Strategic Thinking and Adaptability
- Can work under minimal or No Supervision

## PERSONAL DETAILS

---

DOB: 3<sup>rd</sup>. June, 1992

Marital Status: Married

Nationality: Indian

Visa Status: Spouse Visa (Valid until Jan 2026)

Notice Period: Can Join Immediately

Languages Known: English, Tamil, Hindi, Urdu (speak only)

Hobbies: Learning New Things / Language

## DECLARATION:

---

I hereby declare that the above provided information is true to the best of my knowledge

**JAHIRU BEGUM RAHMANKHAN**