

SAMEEM BANU J

OFFICE ADMIN

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WORK EXPERIENCE

OFFICE ADMIN

ANJUMAN HIGHER SECONDARY SCHOOL -INDIA | JAN 2019 TO DEC 2023

- Recording attendance and filing reports on student absences
- Coordinating special events such as PTA meetings, school assemblies, and sporting events
- Communicating with parents about student progress or issues which may affect a student’s performance in school
- Processing payroll for teachers and other school staff members
- Performing clerical tasks such as answering phones, filing documents, typing letters, and maintaining records
- Maintaining computer spreadsheets with student and teacher information for easy reference
- Making copies of classroom materials for teachers to use in their lessons
- Ensuring that school facilities are clean and safe for students and staff members
- Managing the flow of paperwork within the school system by answering phones, taking messages, and directing calls to appropriate individuals

WEB DESIGNER AS FREELANCER

360 CLOUD ERP - DUBAI | NOV 2018 TO AUG 2023

- Testing and improving the design of the website.
- Establishing design guidelines, standards, and best practices.
- Maintaining the appearance of websites by enforcing content standards.
- Designing visual imagery for websites and ensuring that they are in line with branding for clients.
- Working with different content management systems.
- Communicating design ideas using user flows, process flows, site maps, and wireframes.
- Proficiency in front-end development web programming languages such as HTML and CSS, JQuery, and JavaScript.
- Adaptable and willing to learn new techniques.

CAREER OVERVIEW

Dedicated and proactive secretary with experience managing file handling operations for multiple businesses and private practices. Reliable project manager eager to align with business in the healthcare field and apply skills in research and data analysis towards growth and expansion initiatives.

EDUCATION

Bachelor of Engineering in CSE – 2018
Anna University

LANGUAGES KNOWN

English	★★★★★
Tamil	★★★★★
Malayalam	★★★★★

PERSONAL INFO

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| • Passport No | X9519314 |
| • Visa | Spouse Visa |
| • DOB | 03 April 1997 |