

SEIKHA PARVIN AINUDEEN

ADMIN ASSISTANT | RECEPTIONIST



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📍 Al Karama, Dubai, UAE

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Passport Details

Passport Number : U4399020

Date of Issued : 09/11/2020

Date of Expiry : 08/11/2030

Visa Status : Visit Visa until 01/06/2024

Skills

- Ms-Office Administrative Support
- Python Customer Service
- Power BI Coordination
- Tableau Analytical Skills
- Communication Task Management

Education Background

- **Simplilearn | Masters in Data Analytics**
Completed in 2023.
- **Annamalai University | Post Graduate Diploma in Cooperative Management with First Class**
Completed in 2020.
- **Aiman College of Arts & Science for Women | Bachelors of Computer Application with First Class Distinction.**
Completed in 2016.

Language Known

- English- Reading, Writing, Speaking.
- Tamil- Reading, Writing, Speaking.

Certification

- Certified as a member of participant in National Service Scheme.
- Certified for attending International Conference and Presenting paper on National Conference.

Professional Summary

Dedicated and detail-oriented professional with a passion for delivering exceptional administrative support. Thrives in fast-paced environments and excels in coordinating tasks, managing documentation processes, and providing top-notch customer service. Proactive, adaptable, and committed to contributing to the success of the team.

Professional Experience

❖ Admin Assistant cum Sales | Annai College of Nursing Sep 2022– Nov 2023

Key responsibilities:

- Provided comprehensive administrative support to a team of staff members.
- Coordinated the processing of documentation, endorsements, and training, ensuring compliance with legal requirements.
- Successfully managed admissions, demonstrating prowess in sales integration, leading to notable increases in student enrolments and revenue for the college.
- Liaised with procurement department for printing forms and sheets, ensuring sufficient stock availability.
- Controlled stationery inventory and initiated replenishment to meet departmental needs.
- Scrutinized and dispatched outgoing mail, sorted and distributed incoming mail to the appropriate sections.
- Maintained up-to-date records and sent reminders for renewal to all departments.
- Input records into the system and filed documentation for proper record-keeping and retrieval.

❖ Front Desk Receptionist | Medway Hospitals Aug 2016-April 2017

Key responsibilities:

- Greet patients and visitors, providing assistance with inquiries, scheduling appointments, and directing them to appropriate departments within the hospital.
- Manage appointment scheduling using hospital software systems, ensuring efficient use of clinic resources and minimizing patient wait times.
- Handle incoming calls and emails professionally, responding to inquiries, and routing messages to appropriate staff members.
- Register new patients, collect information and enter data accurately into electronic health records.
- Assist with various administrative task such as filing, faxing and organizing documents to support smooth office operations.
- Communicate effectively with healthcare providers and administrative staff to coordinate patient care and resolve issues efficiently.