

SHANOOR .K

PROFILE DETAILS

Address:

DUBAI - UAE

Phone:

+971 557806339

E-mail:

Shanoorrbm@gmail.com

Nationality:

INDIAN

Passport:

R 5048552

VISA - Own visa-Transferable

DOB : 25 -05-1988

ADDITIONALSKILLS:

- OFFICE MANAGEMENT.
- H R ASSISTANCE.
- CUSTOMER SERVICE.
- BASIC ACCOUNTING.
- RECORD KEEPING.
- PROBLEM-SOLVING AND MULTITASKING.
- MICROSOFT OFFICE APPLICATIONS.
- WINDOWS.
- DATA ENTRY.
- ORGANIZATION.
- WORKING KNOWLEDGE OF OFFICE EQUIPMENT.
- TIME MANGEMENT.
- POSITIVE ATTITUDE.

REFERENCES :

Mrs. AGHALYA
HR MANAGER
MOB:+971 564978595

ADMINISTRATIVE OFFICE ,PROFESSIONAL

Dedicated and detail-oriented administrative office professional with four years of experience in managing assisting office operations, supporting executive teams, and ensuring efficient workflows.

Proficient in coordinating schedules and communication handling confidential information, and delivering exceptional administrative support, I'm committed to optimizing office efficiency and contributing to organizational success.

WORK EXPERIENCE:

RT TECH MANAGEMENT CO. DUBAI 09-2022 _ 10-2023**ADMINISTRATIVE ASSISTANT:**

- Managing office supplies, equipment, and facilities to ensure a well-organized and efficient workspace.
- Accurate and timely data entry, financial transactions, invoices including maintaining and updating databases.
- Handling phone calls, emails, and correspondence.
- Providing photocopying, scanning, faxing, and mailing documents.
- Interacting with clients or customers, addressing inquiries, and providing exceptional customer service.
- Managing appointments, meetings, and travel arrangements.

CITYSTAR INTERNATIONAL LLC. 07-2018 _ 06-2022**ADMIN ASSISTANT & CUSTOMER SERVICE:**

- Front Desk Management, Greeting clients and visitors, directing them to the appropriate personnel, and providing a warm and welcoming.
- Proficiency in Microsoft Office, possibly office industry-specific software.
- Organizing, filing, and maintaining documents, records, and reports.
- Managing and calendars, scheduling meetings, and sending reminders.
- Gaining a deep understanding of the company's products or services to provide accurate information to clients.

ROYALBOAT MARINE SERVICES -DUBAI 05-2014 _06-2017**OFFICE ASSISTANT/ ACCOUNTS ASSISTANT:**

- Providing general administrative support, filing, data entry, photocopying, and document management.
- Creating and issuing invoices to clients, and tracking payment receipts.
- Assisting in the preparation of financial reports, including profit and loss statements and balance sheets.

EDUCATION:

UNIVERSITY OF CALICUT - INDIA

BACHELOR'S DEGREE

B.COM WITH COMPUTER APPLICATION.

MICROSOFT CERTIFICATION :

MICROSOFT OFFICE CERTIFIED PROFESSIONAL.
DATA ENTRY.

LANGUAGES:

ENGLISH & HINDI — Expert in written and verbal fluency

ARABIC & TAMIL — Conversational