



Contact

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Linkden

<https://www.linkedin.com/in/safnaz-abdulla-a50834202>

Address

Mangalore, Karnataka

Education

2014-2017

Bachelor of Arts

Balmatta, Mangalore

2018

Diploma in computer

Pumpwell Mangalore India

Expertise

- Tally
- ERP
- Microsoft Package

Language

English

Hindi

Malayalam

Arabic

Safnaz Abdullah

Admin Assistant

Objective: Results-oriented administrative assistant seeking a challenging position to leverage organizational and communication skills, contributing to the efficiency and success of the team.

Experience

o 2019 - 2022

Virtual Creation Pvt, Ltd, Mangalore India

Admin Assistant

- Supported sales team by managing calendars, scheduling appointments, and coordinating meetings.
- Prepared and maintained sales reports, ensuring accurate and timely information for decision-making.
- Assisted in the creation of sales presentations and proposals, contributing to successful client pitches.
- Managed communication with clients, addressing inquiries and providing excellent customer service.
- Coordinated travel arrangements for sales representatives, optimizing efficiency in business trips.
- Maintained organized filing systems for contracts, invoices, and client documentation.
- Collaborated with cross-functional teams to streamline processes and enhance overall team productivity.

Personal Details

Nationality: Indian

Passport Number: X7767446

Date of Birth: 12.09.1995

Marital status : married

Husband name : Ibrahim khaleel