

SALMANUL FARIS C.C

Al lisaily-Dubai-UAE • +971567015220 • salmanulfaris92923@gmail.com

ADMINISTRATIVE ASSISTANT

SUMMARY

Energetic and reliable graduate seeking an Office Assistant position. Equipped with strong administrative and organizational skills, a keen eye for detail, and a basic understanding of office procedures. Eager to contribute to organisational mission by supporting day-to-day operations, maintaining accurate records, and ensuring smooth communication within departments

WORK EXPERIENCE

Personal assistant 2021 - Present

- personal or business finances, such as tracking expenses, managing bills, or preparing invoices.
- Inspecting office premises and maintaining smooth working of office.

Administrative assistant 2019 - 2021

- Evaluating operations for improvement of front office department
- Supervised daily office operations
- Ensured that all team members and adhered to standards operating procedures.

Office assistant 2017 - 2018

- Ordering, organizing, and maintaining office supplies and equipment.
 - Filing, organizing, and retrieving documents and records, both physical and digital.
 - Updating and maintaining databases, spreadsheets, and other records.
-

EDUCATION

Bachelors degree in commerce 2017 - 2020
Calicut University

Higher secondary education 2015 - 2017
Kerala Board Of Education

SSLC 10th grade 2014 - 2015
Kerala Board Of Education

ADDITIONAL INFORMATION

- **Technical Skills:** Computer skills, Basic microsoft excel, Data entry
- **Languages:** English, Malayalam, Hindi
- **Soft skills:** Willingness to Learn, adaptability, customer service, communication skills