

SALMANUL FARIS C.C

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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.
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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