

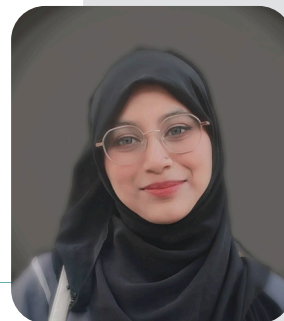
Sophia Salim

Receptionist/ Office administrator

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Family visa type Sharjah UAE



Summary

An experienced Office Administrator with a strong background in administrative support, communication, and office management. Skilled in handling office supplies, scheduling, and maintaining physical and digital filing systems. Proven expertise in managing internal and external communications, providing basic IT support, and collaborating with HR and finance teams. Proficient in Microsoft Office, email handling, and delivering a professional customer-focused experience. Adept at multitasking, problem-solving, and maintaining confidentiality in all operations.

Skills

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|-----------------------|--|
| Administrative Skills | – Office management, Calendar management & scheduling, Document filing (physical & digital), Event and Meeting coordination, Office equipment maintenance, Basic accounting (invoice, processing, expense tracking). |
| Technical Skills | – Proficiency in Microsoft Office (Word, Excel, PowerPoint) |
| Interpersonal Skills | – Attention to detail Problem-solving, Customer-focused approach, Teamwork and collaboration
Positive attitude and Multitasking, Phone and email handling |

Experience

Orient IT Services

07/2022– 02/2024

Office Administrator Cum Receptionist

- Managed calendars, schedule appointments, and coordinate meetings.
- Served as the primary point of contact for phone calls, emails, and visitors.
- Managed office supplies, Coordinate office maintenance, repairs, and cleanliness.
- Assisted in organizing company events and meetings.
- Assisted in basic accounting tasks, such as invoice processing and expense tracking.
- Provided basic IT support and liaised with the IT department when necessary.
- Developed and maintained a database of contacts, ensuring accurate records for future reference and communication.

Education

University of Mumbai

Graduation in Bachelor of Science in Information Technology

2019-2022

Certification

Microsoft Excel Certificate, Effective Email Communication, Business Communication Certification

Languages

English, Hindi, Urdu