



YASMIN SHEIKH

ADMIN CUM RECEPTIONIST

CONTACT

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Dubai, UAE

EDUCATION

2018 - 2020

DR CV RAMAN UNIVERSITY

- BACHELOR OF BUSINESS
ADMINISTRATION MARKETING

2017

K.B COLLEGE OF ARTS & COMMERCE

- H.S.C

2015

SHRI HARKISHAN ENGLISH HIGH
SCHOOL

- S.S.C

SKILLS

- Administrative Software(MS Office, Google Suite).
- Dedicated Team Player.
- Record-keeping and database management.
- Attendance record management.
- Customer service and relation.
- Training and coaching.
- Communication and interpersonal skills.
- Staff Management.
- Time management and organisation.

LANGUAGES

- English
- Marathi
- Hindi

PROFILE

Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

WORK EXPERIENCE

DREAM ADVISOR INSTITUTE (INDIA)

MAR 2021 - JUL 2024

ADMINISTRATIVE ASSISTANT CUM RECEPTIONIST

- Managed front desk, greeting visitors and offering knowledgeable assistance.
- Provided administrative support, handled sensitive information, and ensured document accuracy.
- Answered multi-line phones, routed calls, and managed messages.
- Delivered prompt customer service, addressing inquiries and building relationships.
- Improved document organization, archiving outdated records for easy access.
- Scheduled meetings, arranged travel, and prepared documents for executives.
- Assisted with HR tasks like updating employee files and onboarding new hires.
- Maintained filing systems, managed mail, and confirmed client appointments.
- Resolved customer issues, handled transactions, and kept sales records.
- Streamlined operations and maintained a tidy, welcoming reception area.

S. M. INSTITUTE OF MANAGEMENT AND SCIENCE (INDIA)

NOV2017 - JUN 2020

SENIOR COUNSELLOR & ADMIN

- Provided individual and group counseling to enhance student emotional well-being.
- Worked with teachers and administrators to support students' social, emotional, and academic needs.
- Built and maintained positive relationships with students, faculty, and administration.
- Conducted workshops and seminars for students, faculty, and parents on relevant topics.
- Met with students regularly to ensure success and address challenges.
- Offered resources to help students achieve career goals.
- Organized files, archived records, and managed correspondence, reports, and presentations.
- Handled mail, packages, and provided administrative support to senior staff.