

ZAKKARIYA JABBAR

OFFICE
ADMINISTRATOR



Profile

Enthusiastic and professional. Experienced administrative assistant with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments.

 +971547472056

 zakkariyajabbar123@gmail.com

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Education

MBA IN HR AND MARKETING 2022

TOCH INSTITUTE OF SCIENCE AND
TECHNOLOGY

BBA AVIATION MANAGEMENT HINDUSTAN AVIATION ACADEMY 2019

SKILLS

COMMUNICATION SKILLS

MANAGEMENT SKILLS

TIME MANAGEMENT

LEADERSHIP SKILL

MARKETING SKILL

Language

ENGLISH

MALAYALAM

HINDI

TAMIL

Work Experience

2023-
CURRENT

EVEREST ROASTERY L.L.C

OFFICE ADMINISTRATOR

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to employees
- Manage phone calls and correspondence e-mail, letters,
- Support bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Managed payroll for 20 employees

2022

MILMA DIARY PLANT ,KOLLAM,KERALA

HR INTERN

- familiarize the employee records
- Support in the handling of the employees' payment
- Dispatching quarrier post outside diary
- Sorting of staff details
- Maintaining a healthy communication system towards the employees
- Support of departmental representatives in HR questions