



BETELIHEM ABERA

PROFILE SUMMARY

Highly organized and detail-oriented administrative assistant with 5+ years of experience supporting executives and managing office operations. Proficient in calendar management, travel coordination, and document preparation. Adept at handling confidential information and maintaining a professional atmosphere. Proven track record of streamlining processes and improving efficiency.

EMPLOYMENT OUTLINE

Feb-2024 – September 2024: Administrative Assistant

OSAC Trading LLC (Dubai, UAE)

Key Deliverables:

- ✓ Answer and direct phone calls
- ✓ Organize and schedule appointments and meetings
- ✓ Maintain contact lists & Prepare and monitor invoices
- ✓ Produce and distribute correspondence memos, letters, faxes, and forms
- ✓ Assist in the preparation of regularly scheduled reports
- ✓ Develop and maintain a filing system
- ✓ Order office supplies and Book travel arrangements
- ✓ Submit and reconcile expense reports
- ✓ Provide general support to visitors
- ✓ Provide information by answering questions and requests
- ✓ Take dictation & Research and create presentations
- ✓ Generate reports & Handle multiple projects
- ✓ Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities

Jan-2022- Jan-2024: HR and Admin Coordinator

ALSHIFA MEDICAL CENTER-KHORFAKKAN (Sharjah, UAE)

Key Deliverables:

- ✓ Provides administrative support to ensure efficient office operations.
- ✓ Maintains physical and digital filing systems.
- ✓ Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- ✓ Maintain filing system; retrieve documents from filing system, handle requests for information and data
- ✓ Coordinates insurance, vacation, holiday, sick pay, etc. requests
- ✓ Logistics HR department, requesting HR required items and make a follow up
- ✓ Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- ✓ Answering all internal and external HR-related queries and requests
- ✓ Event Planning for office based activities; meetings, team buildings
- ✓ Conducting internal HR compliance audits, and more.

Feburary-2020- November-2020: Administrative Assistant

East African Share Company (Addis Ababa, ETHIOPI)

Key Deliverables:

- ✓ Handling calls, emails, memos and other forms of correspondence
- ✓ Maintaining digital and physical records
- ✓ Preparing reports, presentations and other documents
- ✓ Coordinating executive travel arrangements
- ✓ Welcoming visitors to the office
- ✓ Keeping inventory on office supplies
- ✓ Responds to emails and other digital queries and correspondence.
- ✓ Manages calendars for senior staff, including making travel arrangements.
- ✓ Drafts and edits letters, reports, and other documents.
- ✓ Inputs and updates information in databases and spreadsheets.

TRAINING CERTIFICATIONS:

- ☑ Certificate on **Advanced Excel**
- ☑ Certificate on **Basic Computers Skills, Microsoft Package Applications & Internet**
- ☑ Certificate on **Advanced English Language**

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

CONTACT

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CORE SKILLS

- Adaptability & Attention to detail
- Bookkeeping & Communication
- Customer service
- managing calendars
- scheduling appointments
- coordinating meetings
- handling correspondence
- organizing and maintaining files
- inputting data entry
- managing office supplies
- Multitasking & Organization
- Problem-solving
- Technical proficiency
- Time management

EDUCATION CREDENTIALS

- Bachelor of Arts in Accounting & Finance (3.11 GPA)

TECHNICAL FORTE

- Advanced Google Platforms
- Microsoft Packages - including Word, Excel, PowerPoint, and Outlook

Language

- English – Fluent
- Amharic –Native
- Arabic – Basic

PERSONAL DOSSIER

- Date of Birth: 11th Jan 1996
- Nationality : Ethiopian

Visa Status

Own Visa (2 years)