

# Deepshikha

OFFICE ASSISTANT



0583033690



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Dubai, United Arab Emirates, Dubai, United Arab Emirates



## ABOUT ME

To leverage my administrative expertise and organizational skills in a dynamic corporate environment, ensuring smooth operations, enhanced efficiency, and effective support to achieve organizational goals.

## SKILLS

PROFICIENCY IN ENGLISH TYPING

DATA ANALYSIS WITH MS ACCESS AND EXCEL

STRONG COMMUNICATION AND ORGANIZATIONAL ABILITIES

DATA ANALYSIS PROFICIENCY IN MS OFFICE

MULTITASKING AND PRIORITIZATION

INITIATIVE AND PROBLEM-SOLVING SKILLS

## LANGUAGES

English

Hindi

## PERSONAL DETAILS

Date of birth

28 Mar 2000

Nationality

Indian

Marital status

Married

## WORK EXPERIENCE

### Administrative Assistant

M.R.N. SCHOOL / Dubai / Nov 2022 - Apr 2023

- Managed daily office operations, including scheduling, correspondence, and record-keeping.
- Coordinated meetings, workshops, and conferences to ensure seamless execution.

### Office Assistant

LENORA DISPOSABLE / Dec 2018 - Feb 2019

- Handled administrative tasks such as data entry, maintaining records, and filing.
- Operated MS Office tools for document preparation and data management.
- Managed incoming and outgoing communication, including calls and emails.
- Ensured proper documentation and maintained visitor logs.

## EDUCATION

### Post Graduation in Political science

IGNOU / Delhi

### Graduation in Political Science

DELHI UNIVERSITY / Delhi

### Diploma in Office Management

YMCA, DELHI / Delhi