



# FARHANA BEGUM



## CONTACT

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Abu Shagara, Sharjah.



## OBJECTIVE

Energetic and driven Administrative Assistant with 1 year of experience in building operational systems, executing administrative processes while managing end-to-end business operations overseeing social media and marketing campaigns. Leverages impeccable communication and presentation skills to articulate with internal and external stakeholders. Streamlines workflows and processes to improve the workplace and minimize costs to increase bottom-line growth. Manages complex projects while resolving problems utilizing sound judgment and initiative skills.



## EXPERIENCE

**Al Bahar Alaniq General Trading LLC, Dubai.**

*July 2023 - April 2024*

Admin Assistant

- Organize and schedule appointments and meetings
- Produce and distribute correspondence memos, letters, faxes, and forms
- Develop and maintain a filing system
- Submit and reconcile expense reports
- Prepare and monitor invoices
- Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Organize travel arrangements for senior managers
- Cover the reception desk when required
- Maintain computer and manual filing systems



## EDUCATION

**Oxford Matric. Higher secondary school**

*2007*

Higher Secondary  
65%



## DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.



## SKILLS

Communication Skills  
Computer proficiency  
Time management  
Resource Management  
Customer Service Skills



## LANGUAGES

Tamil  
English  
Arabic  
Hindi  
Malayalam



## REFERENCE

Available upon request. -



## PERSONAL DETAILS

Date of Birth : 21st Sep 1989  
Marital Status : Divorced  
Nationality : Indian  
Visa Status : Residential visa