

Khamarunisa K

Data Analyst / Admin / Lecturer

Technologically perceptive and goal - oriented Administrative Assistant. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft Office and ERP.



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Dubai, United Arab Emirates

WORK EXPERIENCE

Lecturer

Hira Women's College

06/2021 - 01/2023

Karnataka, India

Lecturer

Besant Women's College

05/2012 - 06/2014

Karnataka, India

Lecturer

Govinda Pai Memmorial College

07/2011 - 10/2012

[Achievements/Tasks](#)

- Lecture planning
- Preparation and research
- Contact and teaching time with students
- Checking and assessing student's work
- Encouraging personal development
- Invigilating examinations
- Attending staff meetings
- Maintaining Students parents-teachers relationship

Admin / Receptionist

Delhi Public School, KSA

03/2015 - 10/2018,

Jeddha, Saudi Arabia

Admin / Receptionist

Hoxbridge Overseas Study Abroad

03/2015 - 10/2018

Kerala, India

[Achievements/Tasks](#)

- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Reconcile accounts payable and receivable
- Handle monthly, quarterly and annual closings
- Audit financial transactions and documents
- Publish financial statements in time

EDUCATION

Master of Science.

Mangalore University

08/2011

Karnataka, India

Bachelor of Science

Kannur University

05/2009

Kerala, India

SKILLS

Critical thinking

Imaginative thinking

Organization

Leadership

Attention to detail

Effective communication

Software proficiency

Data analysis

Innovative

Responsible

ACHIEVEMENTS

Participated in national level management fest

Attended national level seminars

Participated in national level writing competition

Awarded outstanding student during schooling

LANGUAGES

English

Full Professional Proficiency

Kannada

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Travel

Photography

Pet care

Cooking

Gardening

Reading