



## Joe Lloyd Lawrence

Office Assistant

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+971566347527  
Abu Dhabi, UAE

Motivated professional with over 6 years of experience providing Administrative support across various industries. I am energetic and reputable, possessing a strong work ethic. I also own experience in supporting HR and IT functions to enhance daily operations within organization.

## Work Experience

### Admin Cum Office Asst Jan 2020 - Sep 2024

*Ford and Suzuki Dealership*

Management of Day to day Office activities of the firm.

- Answering phone calls, responding to emails, and managing correspondence.
- Coordinate appointments, meetings, and events for executives and staff.
- Document Management: Prepare, organize, and file documents, both physical and electronic.
- Office Management: Ensure the office runs smoothly by managing office supplies, equipment, and general organization.
- Data Entry & Reporting: Maintain accurate records and assist with data entry tasks.
- Customer Service: Greet and assist visitors, clients, and employees in a professional manner.
- Meetings & Minutes: Take notes and prepare minutes during meetings, distributing them to relevant parties.
- Also Supported HR and IT related, as I own that Knowledge.

### Administration Staff Jun 2016 - Jun 2018

*Goodnet Internet Cafe*

- Look after firms all administrative duties including repair and maintenance, Mail communications, greeting customers, answering phone calls and Office supplies purchase.
- Support customers on IT related doubts like software issues, basic networking, scanning, printing, MS office etc.
- Maintain a good relationship with customers providing them best support for future communications.

## Visa and Passport details

On Visit of 3 Months  
Period : 08.Oct.2024 to 05.Jan.2025  
Passport No : T9597927  
Valid Upto : 13.10.2029

## Declaration

I hereby declare that the above mentioned are true to the best way of my knowledge and beliefs.

## Core Skills

\*HR Support \*Administration \*Time Management  
\*Troubleshooting \*MS Office \*Remote support  
\*Active Learning \*Analytical skills \*Adaptability  
\*Working Experience \*IT Support \*Teamwork  
\*Organizational skills \*Customer handling  
\*Problem solving \*Professional Skills  
\*O/S, Software installations

## Education

### University Of Calicut

Jun 2012 - May 2015  
B A English Literature

### Clas XII - Kerala Board

Jun 2010 - May 2012  
Bio-Science

### Class X - Kerala Board

May 2010

## Languages

**English** (*fluent*)

**Hindi** (*Beginner*)

**Malayalam** (*Native*)

## Certificates

Diploma in Office Administration  
Diploma in Hardware and Networking

## Personal Details

Nationality : Indian  
Marital status : Single  
DOB : 14.09.1993  
Gender : Male

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