

Sinsha Nishad

Office Admin



Personal Information

📍 Sharjah, UAE
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✉️ sinshanishad2k1@gmail.com
Nationality: Indian
Passport No: U4748921
DOB: 16- May- 2001

Skills:

- Office Management
- MS Office
- Technical Skills
- Time Management
- Strong Communication
- Problem solving
- Creative Thinking

Language:

- English
- Hindi
- Malayalam
- Tamil

About Me

Detail-oriented office administrator with 1.5 years of experience supporting office operations , managing schedules and coordinating meetings. Proficient in handling correspondence , maintaining records , and assisting with day to day administrative tasks. Skilled in MS office and time management , ensuring efficient work flow and smooth office functions.

Professional Experience:

Office Admin

June 2024

Tripview Travels L.L.C

Ajman - UAE

- Organized domestic and international travel itineraries , including flights , accommodations , and transportation.
- Managed bookings and reservations using travels management software.
- Monitored and reconciled travel-related expenses against budgets.
- Provided exceptional customer service to travelers , addressing inquiries and consent promptly.

Admin Assistant

September 2023 - May 2024

Shining Star Kids Care Centre

Sharjah - UAE

- Answer and direct phone calls , emails , and in-person inquiries.
- Greet and assist students , parents , and visitors in a friendly professional manners.
- Organize and maintain the office file system including both digital and paper records.
- Handle correspondence , reports and forms , ensuring timely and accurate documentation.
- Assist in scheduling meetings , events and parent teacher conference.

Education:

Diploma in Montessori Teacher's Training

Malappuram , Kerala

2022 - 2023

Higher Secondary School

Govt. VHSE

Kottayam

2016 - 2018

Declaration

I hereby declare that the information provide about is true and correct to my knowledge and belief. I understood that any misrepresentation of facts may lead to disqualification or termination of my employment.