

# **CURRICULUM VITAE**

**MOB:9442259511**

**Mohamed Rafi.A**

**Email:rafi42853@gmail.com**

## **OBJECTIVES:**

**To develop a career in your esteemed organization and grow along with the organization by contributing success and growth,thus leading to a successful and responsible position in the organization.**

## **PROFILE:**

**Experienced office administrator known for being highly organized and flexible, offering her dedication and ability to handle/lead office administrative work effectively. Has key functional administrative skills as follows:**

- ❖ **MS office Proficient □ Word, Excel and Power Point.**
- ❖ **Organizational skills □ Arrangement of meetings and documentation.**
- ❖ **Leading office staff.**
- ❖ **Ability to prioritize and handle stress in fast paced environment.**
- ❖ **Fast learner.**

## **PREVIOUS EMPLOYMENT:**

- ❖ **EKOSTATA TECHNOLOGIES,BANGALORE**
- ❖ **DESIGNATION**
- ❖ **ADMINISTRATION COORDINATOR**
- ❖ **Duration: May 2012 To SEP 2015**
  
- ❖ **MEGHAN SOFT,BANGALORE**
- ❖ **DESIGNATION**
- ❖ **ADMINISTRATION EXECUTIVE**
- ❖ **DURATION:SEP 2015 TO MAY 2019**
  
- ❖ **AMR TEX,TIRUPPUR**
- ❖ **DESIGNATION**
- ❖ **ADMINISTRATION MANAGER**
- ❖ **DURTATION:JUN 2019 TO AUG 2023**

## **Office Administrator**

To be a proficient administrator, you need to be proficiently collaborative because many tasks require teamwork, and it can be achieved by having qualities like empathy, humility, and being a good communicator.

### **ROLES AND RESPONSIBILITIES:**

Some Important responsibilities of an office administrator include:

Organising and maintaining different employees' schedules like the directors, executives, and the higher position holders.

Processing and forwarding different communication channels like phones, fax, e-mail, or a physical package to the concerned employee.

Being in touch with the accounting department and supervising the billings, payments, checks, and different invoices.

Ensuring the functionality of different office equipment and furniture and replacing or introducing different necessary equipment on genuine demand.

Creating memos and reports for the directors and executive officers and scheduling their day skilfully.

Attend meetings, conferences and record notes and messages for the Director.

### **ACADEMIC CREDENTIALS:**

MCA from bharathiar university Coimbatore in the academic year of 2009-2011

**B.sc computer science from bharathiar university Coimbatore in the academic year of 2005-2008**

**12<sup>th</sup> from Gowtham matriculation higher secondary (Board of Higher secondary Examination),Karamadai in the academic year of 2004-2005**

**10<sup>th</sup> from Holy angels matriculation higher secondary school (Board of public Examination),Mettupalayam in the academic year of 2002-2003**

---

## **LANGUAGES KNOWN**

- ❖ **English :Read,Write,Speak**
- ❖ **Tamil :Read,Write,Speak**
- ❖ **Hindi :Speak**

## **DECLARATION:**

**I do hereby confirm that the above information is true to the best of my knowledge and confirm that I will do my job sincerely.**

**Place:Tirupur**

**Yours truly**

**Date:**

**Mohamed Rafi .A**