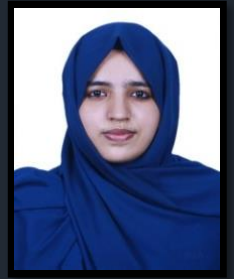


# SHAHANA SHERIN

## ADMIN COORDINATOR

To enhance my professional skills, capabilities, and knowledge in an organization with recognizes the value of hard work and trust me with responsibilities and challenges.



✉ Shahanasherinkm136@gmail.com

📍 Dubai, UAE

☎ +971 562673188

📅 11 Sept 2000

## WORK EXPERIENCE

### **ADMIN COORDINATOR at - DAMAC PROPERTY**

2023 – till Date

DUBAI, UAE

### **ADMIN & ACCOUNTS at - IQRAA COMMUNITY HOSPITAL**

2022 – 2022

THOTTILPALAM, KERALA

## EDUCATION

### **BACHELOR OF COMMERCE AT DARUNNUJOOM ARTS COLLEGE**

2021

CALICUT UNIVERSITY

### **HIGHER SECONDRY AT VHSS KOOTHALI**

2018

BOARD OF PUBLIC EXAMINATION

## SKILLS AND ABILITIES

- |                        |                     |
|------------------------|---------------------|
| 1. PROBLEM SOLVING.    | 2. SELF-MOTIVATION. |
| 3. ETHICS & INTEGRITY. | 4. DECISION MAKING. |
| 5. TEAM LEADERSHIP.    | 6. INNOVATIVE.      |
| 7. TIME MANAGEMENT.    | 8. MULTITASKING     |

## DUTIES AND RESPONSIBILITIES

Managing documents and information for an operation, communicating with customers, colleagues, and vender, and managing customer accounts.

Follow up, address, and resolve tenant's complaints update to the property manager and keep records as appropriate.

Prepare monthly reports on property managements related (Residential data, access card tracker, short term tracker, monthly soft service report, etc.)

Handling day to day front office operations. Address tenant complaints, violations, and problems.

Provide basic and accurate information in-person and via phone/email. Receive, short, and distribute daily deliveries.

## SOFTWARE SKILLS

- |               |                 |
|---------------|-----------------|
| 1. MICROSOFT. | 2. VMS.         |
| 3. TALLY.     | 4. SALES FORCE. |

## LANGUAGES

ENGLISH  
Full Professional Proficiency

MALAYALAM  
Full Professional Proficiency

TAMIL  
Professional Working Proficiency

HINDI  
Professional Working Proficiency

I hereby declare that the particulars furnished above all true to the best of my knowledge.

With Regards,  
SHAHANA SHERIN