

SHIJAS PA,

ADMINISTRATIVE ASSISTANT,

Professional Summary

Detail-oriented and highly organized Administrative Assistant with over 3 years of experience in managing office operations and supporting executives. Adept at multitasking, scheduling, and streamlining processes to enhance productivity. Known for exceptional communication skills, a proactive attitude, and a proven track record of improving office efficiency and fostering positive work environments. Seeking to leverage expertise and enthusiasm to contribute to a dynamic team in a fast-paced setting.



shijasashraf98@gmail.com,

+971509859248,

City centre diera,
City centre diera, Dubai

27/11/1998,



Career Expertise

ADMINISTRATIVE ASSISTANT

Sree valsala pipes | Kerala,

02/2020 - 10/2023

- ▶ Oversee daily office operations, ensuring a well organized and efficient work environment
- ▶ Coordinate and maintain records, files and calendars to support organizational efficiency
- ▶ Coordinate and manage appointments, meeting and travel arrangements for executive team members
- ▶ Maintain accurate records and database performing data entry task and managing filing system
- ▶ Assist clients and visitors by providing information and answering enquiries
- ▶ Monitor and manage office supplies inventory
- ▶ Provide administrative support to various department, handling task such as photocopying, scanning and faxing
- ▶ Assist with bookkeeping task, including expense report and month end filing reports

Qualifications

BBA finance

Mount seena college | Kerala,

06/2016 - 11/2019

Certifications

CCA

Ace college of engineering

04/2021 - 11/2021

References

Ajay from
Sree valsala pipes,

sreevalsalapipes123@gmail.com |
+918921048979,

Core Skills

Customer Service

Ability to work in a team

Effective Time Management

Ability to Multitask

Advance Analytical Thinking Skill

Critical thinking and problem solving

Team leadership

Communication Skills

Fast Learner

Adaptability

Languages

English,

Malayalam,

Tamil,