

# 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 diara,  
City centre diara, 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
- ▶ Cordinate and maintain records,files and calendars to support organizational efficiency
- ▶ Cordinate and manage appointments, meeting and travel arrangements for executive team members
- ▶ Maintain accurate records and database performing data entry task and managing filling 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 filling 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 Managment

Ability to Multitask

Advance Analytical Thinking Skill

Critical thinking and problem solving

Team leadership

Communication Skills

Fast Learner

Adaptability

## Languages

English,

Malayalam,

Tamil,