

Lamiya Aboobacker Siddeeq

Contact

Address

Abudhabi, UAE

Phone

+971509434094

E- mail

lams1992@gmail.com

Skills

- Time Management
- Social perceptiveness
- Problem solving skills
- Cash handling
- Word processing
- File management
- Mail handling

PRESENTATION

Hardworking and passionate job seeker with strong organizational skills eager to secure customer service position. Ready to help team, achieve company goals. Customer service , coordination, and file management. Experienced to provide comprehensive administrative support to upper-level team. Handles multiple projects simultaneously with a high degree of accuracy.

WORK HISTORY

2017-03-2017-08

Front Office Executive Assistant

EMS Hospital Perinthalmanna Kerala

- Responded to inquiries from callers seeking information.
- Processed payments and informed individuals of further financial responsibility to facilitate timely payments.
- Answered and managed incoming and outgoing calls while regarding accurate messages for distribution to office staff.
- Directed phone inquiries , answered customer questions and scheduled appointments.
- Maintained transactions security by verifying payment cards against identification.

EDUCATION

2012-06-2014-05

Master of Science :Environmental Technology

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

-Kerala, India

2009-07-2012-04

Bachelor of Science: Biology

University of Calicut-Kerala, India

PERSONAL DETAILS

Gender: Female

Date of Birth: 05/03/1992

Nationality: Indian

Visa Status: Residence