



# EDNA BESSIE

OFFICE ADMIN

## OBJECTIVE

To build a career in growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

## CONTACT

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+971 504036500

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[ednapravin007@gmail.com](mailto:ednapravin007@gmail.com)

CURRENT LOCATION:  
Baloon Building, Al Salam Street, Near Abu Dhabi Mall, Abu Dhabi, UAE

## PERSONAL DATA

DOB : 26/08/1996  
Sex: Female  
Nationality: Indian  
Marital Status: Married  
Passport No: T6676011  
DOE: 17/06/2029  
Visa Status: On Visit

## WORK EXPERIENCE

### ATOS SYNTEL – OFFICE ADMIN

17/02/2020 – 17/06/2022

- Facilitate and coordinate internal communications.
- Acted as a first point of contact for visitors and customers.
- Compliant resolution and customer care.
- Managed telephone and email communication systems.
- Scheduled and coordinated meetings
- Maintained visitor management system and document accordingly.

## ACADEMIC PROFILE

### Certificate Program in Medical Coding and Billing

Cigma Medical Coding Academy, Kerala, India  
08/2019 – 11/2019

### Master of Science – Community and Family Science

Mahatma Gandhi University, Kerala, India  
09/2017 – 05/2019

### Bachelor of Science – Community and Family Science

Mahatma Gandhi University, Kerala, India  
06/2014 – 03/2017

### Diploma in Computer Application

Centre for Continuing Education, Kerala, India  
08/2015 – 02/2016

## STRENGTHS

- Dynamic with adaptability to high changing environment.
- Hardworking, quick learner having ability to work under pressure.
- Excellent interaction and communication skills.
- Optimistic and all-time motivator at any crucial situation.
- Good team facilitator with patience and resilience.

### Core Values:

- Honesty
- Integrity
- Respect for individuals

## SKILLS

- MS Office & Internet
- Speed typing

## LANGUAGES

- English
- Malayalam
- Tamil