



# PARVATHY NAIR

## MY CONTACT

📍 Rashidiya , Dubai

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## PROFESSIONAL EXPERIENCE

### QADRI INTERNATIONAL EDUCATION CONSULTANCY

Dubai,UAE



3Years till 30<sup>th</sup> June 2023

#### Office administrator

Qadri International is an educational consultancy that helps students with their admission in Universities all around the world.

## CAREER ASPIRATION

Motivated Administrator with 7+ years of progressive experience. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget. Trustworthy with practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Adaptable with extensive experience providing first-class results. Meets job demands and deadlines through diligent work-ethic and dedication to quality

- Office Administration
- Managing CEO's calendar. Scheduling appointments according to availability.
- Managed the day-to-day operations of the educational consultancy firm, overseeing a team of consultants and support staff.
- Assisted students in the college application process, offering guidance on college selection, application materials, and the entrance tests.
- Applying on behalf of students for various International Universities.
- Stayed abreast of the latest educational trends, research, policies, and legislative changes through active participation in conferences, workshops, and professional development sessions.
- Guiding students for visa process.

## PROFESSIONAL SUMMARY

- Presently working with Qadri International Education Consultancy Dubai as Office admin cum Accounts assistant.
- Worked with Kalpas metals India as assistant accounts administrator
- Worked with Alebrah Engineering Services,Dubai as Assistant Administrator.
- Having overall 7+ years of experience.
- 3.5+ years as office Administrator.

## PERSONAL PROFILE

- Date of Birth : 22-7-1985 .
- Nationality : Indian
- Languages Known : English  
Hindi  
Malayalam.
- Visa status : Husband visa
- Passport no. : X9274724
- Date of issue : 18/05/2023
- Date of Expiry : 17/05/2033

- Handling phone calls. Handling queries on regular basis as and when required
- Backend order processing
- All kinds of DATA entry: -Student Enquiry from different source to be entered on a format available (Ms Excel, Ms Word and CRM)
- E-Marketing
- Emailing through Outlook and Gmail.
- Bill Payments
- Handling accounts- Entering the accounts data in Tally
- Handling the overall arrangements for the Expo's and fairs conducted by the organization.
- Set up travel arrangements, itineraries, airline reservations, shuttle service and hotel accommodations.
- Managing multiple task simultaneously and meeting tight timelines.
- Hired, trained and supervised small team of administrative staff members

## KALPAS METALS

Kerala,India



April 2017 to June 2018

### Assistant Accounts Administrator

- Administration and accounts
- Handling purchase and sale account

## PROFESSIONAL CERTIFICATONS

- **TALLY ERP 9**
- **Microsoft certified Systems Engineer**
- **Cisco Certified Network Associate [ Certification Expired]**

## EDUCATION

- **BCOM**
- **Tally ERP9**
- **Hardware & Network Engineer –**  
Computer Hardware and Networking from  
CMS Infosystems Ltd., Cochin in May  
2008
- **Diploma – Diploma in APPLIED  
ELECTRONICS** from Model polytechnic,  
Karunagapally, Under Board of Technical  
Exams, Kerala
- **Plus two–** From TKM Open school of  
Education under NCERT
- **SSLC –** From Lourd Matha English  
Medium High School under Kerala Board  
of Public Examination with.

## ALEBRAH ENGINEERING SERVICES

Dubai,UAE



June2013 to june2014

### Assistant Administrator

- Office Administration
- Answering the telephone and dealing with incoming phone calls.
- Demonstrated excellent knowledge and proficiency in using MS office suite that includes Excel, Word, PowerPoint, Outlook
- Managing office documents and accounts
- Manage customer support
- Manage the process till a service job is accomplished.
- Managing sales and purchase.

## HINDUSTAN COMPUTERS LIMITED.

Kerala,India



January 2009 –june2011

### Career Development Center

#### Assistant System Administrator/Corporate Trainer

- System Administration & Maintenance
- Active Directory Administration
- Provide corporate training on Networking (Windows2000, Windows 2003, CISCO Routers and Switches) to customers and colleagues
- Implementation of peer-to-peer N/W and client –server-based N/W, Providing different security features.
- Implementation of Routers I.O. S and Bridges Switches and Hub. Implementing Routing protocol configuration e.g. RIP, IGRP, EIGRP

- Documentation of the system configuration, System faults etc.
- Answering Technical Queries

## **CMS Infosystems Ltd.**

Kerala, India



**June 2008-August 2008**

### **Technical System Support Engineer**

- A total of 1000 service calls with 95% success rate
  - System Assembling and Troubleshooting.
- Customer Support.
- Implementing and Troubleshooting Local Area Networks

### **DECLARATION**

I consider myself confident of my ability to work as a team. I hereby declare that the above furnished information above is true to the best of my knowledge.