



CURRICULUM VITAE

ABY RAJAN (Office Admin)

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PROFILE

Dedicated and results-driven **OFFICE ADMIN** with a proven track record of **5 years** in the dynamic and Challenging Environment. Adept at implementing and managing the **Office Administration** as per the requirement.

HIGHLIGHTS

- ✓ **ADMINISTRATION**
- ✓ **CREATIVITY**
- ✓ **ORGANIZING**
- ✓ **EVENT MANAGEMENT**
- ✓ **RECORDS MANAGEMENT**
- ✓ **OFFICE MANAGEMENT**
- ✓ **CASH COUNTER OPERATIONS**
- ✓ **INTERPERSONAL SKILL**
- ✓ **COMMUNICATION SKILL**
- ✓ **FRONT DESK- RECEPTION**
- ✓ **CALENDARING**
- ✓ **TEAM WORK**
- ✓ **ACTIVITY PLANNING**
- ✓ **MS OFFICE, TALLY**
- ✓ **DATA BASE**

ACADEMIC PROFILE

- 🎓 **BACHELOR OF ARTS (BA)**
University Of Kerala
2015
- 🎓 **DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING**
G TEC Computer Education
2016

LANGUAGES

English ◆◆◆◆◆◆◆◆
Hindi ◆◆◆◆◆◆◆◆
Malayalam ◆◆◆◆◆◆◆◆

CLERK cum CASHIER

ABU DHABI COOPERATIVE SOCIETY, Abu Dhabi

13/06/2022 to 18/08/2023

JOB DUTIES AND RESPONSIBILITIES

- 📋 Manage transactions with customers using cash registers.
- 📋 Scan goods and ensure pricing is accurate.
- 📋 Collect payments whether in cash or card.
- 📋 Issue receipts, refunds, change or tickets.
- 📋 Cross sell products and introduce new ones.
- 📋 Maintain the petty cash register.
- 📋 Maintaining data entry of the products receiving.
- 📋 Handling customers in a professional way.

ADMINISTRATIVE SUPPORT STAFF

MAR BASELIOS SCHOOL, Kerala, India

28/05/2018 to 08/06/2022

JOB DUTIES AND RESPONSIBILITIES

- 📋 Handled multifaceted clerical duties i.e. data entry, filling, records management and billing)
- 📋 Worked as the assistant to the Principal and admission offices.
- 📋 Coordinated travel arrangements of the Principal.
- 📋 Maintained data base and ensured the delivery of premium service to students.
- 📋 Entrusted to manage office in the absence of principal.
- 📋 Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.

DECLARATION

I hereby declare that the information and details provided in this CV are correct and inclusive to the best of my knowledge and belief.

Yours Faithfully,

ABY RAJAN