



HAJIRA K

Admin Assistant

To secure a challenging position as an Administrative Assistant in an established organisation that offers professional growth while being resourceful, innovative, and flexible.

Contact

Phone

971 551081274

Email

hajirak001@icloud.com

Address

Near Shining Tower,
Al Khalidiyah, Abu Dhabi

Skills

- Time Management
- Computer Proficiency
- Customer Service
- Team Work
- Multi Tasking

Expertise

- MS Excel
- MS Word
- Ms Power Point

Language

- English
- Hindi
- Tamil
- Malayalam

Experience

2020-2023

Admin Assistant

Infoks, Kerala, India

Main Duties and Responsibilities Includes

- Planning and Scheduling meetings
- Develop and Maintain Filing System
- Answering and Directing Phone Calls
- Greeting Visitors
- Performing Clerical Duties
- Record Expenses
- Ordering Office Suppliers
- Maintaining Meeting Minutes
- Organising Employees Paper Works

Education

• Bachelor Of Arts In Economics

2017-2020

MES Kalladi College, Mannarkkad

• Programme In Capital Markets

Hedge School Of Applied Economics

Personal Details

- D.O.B-05/04/2000
- Visa Status-Visit Visa
- Availability-Immediately Available For Joining
- Marital Status-Married