



HABIBU NOOR NISHA R

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OBJECTIVES

My career objective is highly organized and detail-oriented Office Assistant Administrator with over 3 years of experience providing administrative support to a variety of departments.

WORK EXPERIENCE:

Working as Office Assistant Administrator in EGSP J International School Nagapattinam

From 19th June 2020 to 17th July 2023 – Tamil Nadu INDIA

Designation- Office Assistant Administrator (Total experience- 3 years)

Organization- EGSP J International School Nagapattinam

Job Responsibilities

- Perform general office duties such as ordering supplies, maintaining records management systems, answer the telephone and filing system.
- Coordinating special events such as PTA meetings, school assemblies, and sporting events.
- Processing payroll for teachers and other school staff members.
- Maintaining computer spreadsheets with student and teacher information for easy reference
- Ensuring that school facilities are clean and safe for students and staff members
- Sending key educational data about the school to the Department of Education or equivalent.
- Schedule and coordinate meetings. Appointments and travel arrangements for executives and staff then assist with organizing school events and functions.
- Provided administrative support to the office including compiling reports, processing invoices and expense reports and maintaining files.
- Supply inventory management, email and phone correspondence, budget tracking, expense reporting, assist with data entry, and database management.
- Handle multiple projects like preparing and monitoring invoices, generate reports, entering data, and maintaining records, and complete various assignments.
- Cash handling and submitting reconcile expense reports, reviewing and approving supply requisitions.

CERTIFICATE OF PARTICIPATION

- Participated in workshop on CLOUD COMPUTING at E.G.S. Pillay Arts and Science College- Tamil Nadu -INDIA on 22 Feb 2017.
- Successfully completed the Basics of Python Programming Training at E.G.S. Pillay Arts and Science College- Tamil Nadu on 22 Feb 2019 (organized by WIZARD-S Association).

EDUCATIONAL QUALIFICATION

- **Master of science M.Sc (computer science)**

E.G.S. Pillay Arts and Science College-Nagapattinam
Bharathidasan University, Tiruchirappalli.
CGPA-7.30 (APRIL 2019)

- **Bachelor of Computer Applications [BCA]**

E.G.S. Pillay Arts and Science College-Nagapattinam
Bharathidasan University, Tiruchirappalli.
CGPA-8.00 (APRIL 2017)

KEY SKILLS

- Advanced Microsoft office skills, with proven experience in using MS Word, Excel and PowerPoint Skills.
- Managing staff
- Educational programs
- Updated on current educational trends
- Ability to coordinate with diverse people

PERSONAL CHARACTERISTICS

- Good verbal and written communication skills in English.
- Interpersonal, negotiation and influencing skill.
- Time management.
- Good cultural awareness.

Profile:

Nationality:
Indian

Passport Number: N4642446
(Date of Expiry – 03/08/2027)

Visa status: visit visa
Date of Expiry – 02/04/2024

Date of Birth:
9th December 1995

Marital Status:
Married

Residence:
Deira-Dubai

Languages known
English & Tamil