



## MARGARET JOSELA PJ

ADMINISTRATIVE ASSISTANT

### CONTACT INFO

📞 971523199363  
✉️ joslajose@gmail.com  
🏠 Al Nahada, Sharjah

### EDUCATION

2008 - 2011  
BACHELOR OF  
COMPUTER  
APPLICATION(Computer  
Application 73 % )  
Union Christian College |  
Aluva | India

### LANGUAGES

English

Malayalam

Hindi

### ABOUT

Proficient Administrative Assistant with over 9 plus years of office experience, specializing in administrative work, problem solving, planning and optimal assistance. Known for increasing productivity and relieving work load of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software programme, or office filing system. Skilled in providing high-level administrative support to executives and contributing to the company's overall performance.

### EXPERIENCE

JULY 2011 DEC 2012

CONSIM INFO PRIVITE LIMITED

KOCHI | INDIA

WEB DEVELOPER

Designed company's website using HTML. Tested new functions including a "contact us" feature and product CUsomization experience. Listened to and implemented management's recommendations into the website Debugged application software in less than a day. Determined computer user needs and improved user experience in response, including changes to fonts,colors, and button sizes.

Collaborated with the marketing team to design and publish new web content Developed appealing web front-ends, including creatinga color palette and style guide for the company. Worked directly with CEO and Client Account Managers to design and develop web applications and scripts to facilitate business needs. Reviewed and implemented user suggestions to software, thereby improving cUstomer retention by 15%. Debugged medium to high complexity problems with minimal guidance.

DEC 2012 SEP 2020

KERALA POLICE DEPARTMENT

**KOCHI | INDIA****ADMINISTRATION**

Attends and resolves promptly to third parties inquiries and complaint. Maintains and monitors inventory of stationery, equipment and office pantry supplies. Regularly files admin documents. Updates company contact lists. Attends to all incoming calls. Keeps track of the documents incoming and outgoing transmittal including supplier invoices and courier packages. Prepares bills for documents and materials to be shipped. Sends, receives and transmits facsimile documents and mail posts • Manages the schedule of conference rooms for meeting appointments. Manages guests pick-up and drop-off; Attends to guests needs for company details. Assists in preparation and submission of tenders aligned to client's costing structure, technical and commercial requirements, within client driven deadlines. Collaborates with the Tender Team in improving the efficiency and quality of contract, tender submissions, pre-qualifications and clients questionnaires

**SEP 2020 DEC 2022****LOCAL SELF GOVERNMENT  
DEPARTMENT****ALUVA, KOCHI | INDIA****SENIOR ADMINISTRATION**

Assists in preparation and submission of tenders aligned to client's costing structure, technical and commercial requirements, within client driven deadlines. Collaborates with the Tender Team in improving the efficiency and quality of contract, tender submissions, pre-qualifications and clients questionnaires. Maintains and archives related tender correspondences and documentation. Ensures all records, documentation and activities adhere to standard procedures as required by the Client. Develops and implements document processes. Performs quality checks with the documents

submitted by subcontractors and monitors document numbers, revision.

## PROFESSIONALS SKILLS

ADMINISTRATIVE  
SUPPORT  
SKILLS



EVENT  
PLANNING



SCHEDULING  
SKILL



CUSTOMER  
SERVICE,  
CLIENT  
RELATIONS,  
PUBLIC  
RELATIONS



GOOGLE  
WORKSPACE



DATA  
ANALYSIS



MICROSOFT  
OFFICE  
SUITES



QUICKBOOKS



## INTERESTS



 Writing

 Reading

 Travel

 Music

 Photography

 Research

## DECLARATION

I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.

Your's faithfully,

