

SRI RASHMI

ADMIN ASSISTANT

CAREER OBJECTIVES

Work, Learn, Earn & Grow thereby adding value to the organization by enhancing the efficiency and effectiveness to contribute achieve entity's goals and objectives.

STRENGTHS:

- ABILITY TO IDENTIFY KEY ASPECTS OF ANY ISSUE AT HAND TO ATTAIN RESOLUTION
- ABILITY TO LEARN AND APPLY NEW CONCEPTS AND TO CASCADE THEM EFFECTIVELY
- ABILITY TO MULTITASK & TO WORK UNDER PRESSURE
- A GOOD TEAM PLAYER, PROACTIVE, DETERMINED AND RESULT ORIENTED
- STRONG ANALYTICAL SKILLS AND RESEARCH ACUMEN
- GOOD COMMUNICATION & INTERPERSONAL SKILLS
- OPTIMISTIC & ALL TIME MOTIVATOR AT ANY CRITICAL SITUATION.

SUMMARY OF WORK EXPERIENCE

COMPANY : EDUKON MANTRA
DESIGNATION : ADMIN ASSISTANT
JOB NATURE. : CUSTOMER SERVICE

TASKS UNDERTAKEN

- Arranging staff meetings and scheduling appointments.
- Answering or transferring phone calls and taking messages for select staff members.
- Maintaining the office calendar.
- Writing memos, correspondence, invoices, receipts, spreadsheets, and other reports as needed.

EDUCATION

BACHELOR OF ARTS (SCHOOL OF OPEN LEARNING UNIVERSITY OF DELHI (2015-2018)

HIGH SCHOOL:

12TH PASSED IN 2014 FROM CBSE, NEW DELHI, INDIA 10TH PASSED IN 2012 FROM CBSE, NEW DELHI, INDIA

DECLARATION

I HEREBY, ACKNOWLEDGINGE THAT ALL INFORMATION PROVIDED IS TRUE.



CONTACT ME AT

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VISA STATUS

RESIDENCE VISA

(HUSBAND SPONSORSHIP)

VISA EXPIRY :
01/05/2026

PASSPORT DETAILS

PASSPORT NUMBER : U4842636
DATE OF ISSUE : 22/07/2020
DATE OF EXPIRY : 21/07/2030

PERSONAL DETAILS

DATE OF BIRTH : 14/02/1995

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

LANGUAGES KNOWN

ENGLISH
HINDI
MALAYALAM