



SHERNA BEEVI SHAJAHAN



Personal

Name **SHERNA BEEVI SHAJAHAN**
Address **Hamdan street, Near WTC mall, Abudhabi**
Phone number **+971 50 336 7162**
Email **beevisherna@gmail.com**



Resume objective

03+ years of experience as an Office Administrator. Looking to work in an environment where I can utilize my skills and experience for the benefit of my employer and continue to increase my experience and skill-sets.



Work experience

OFFICE ADMINISTRATION

Jul 2021 - Mar 2024

C-AIT RUTRONIX EDUCATION CENTER, KERALA, INDIA

1. Manage staff, preparing work schedules and assigning specific duties.
2. Communicating and following up with Parents and customers.
3. Managing the reception area, including visiting customers.
4. Answer the e-mail, phone calls with the customers.
5. Documentation.
6. Cash collection of Students.

DATA ENTRY OPERATOR

Mar 2024 - Oct 2024

DIGITAL SEVA, KERALA, INDIA

1. Processed government certificates, Aadhaar and PAN card amendments, and passport applications.
2. Managed land and building tax payments, ensuring accurate transactions.
3. Assisted with filling government service forms for the general public.
4. Performed data entry and maintained records using MS Word and Excel.



Education and Qualifications

B.COM COMPUTER APPLICATION

Jun 2018 - Mar 2021

UNIVERSITY OF KERALA, INDIA



Courses

PDCF, Kerala state Women's electronics Industrial Co-operation

Apr 2020 - Apr 2021

IT PARK Kerala, India (Part time)



Skills

MS EXCEL

Expert

MS OFFICE

Expert

ADMINISTRATION

Expert

DOCUMENTATION

Experienced

DATA ENTRY

Expert

CUSTOMER SERVICE

Expert



Languages

English

Advanced

Hindi

Beginner

Malayalam

Native

Tamil

Intermediate



PASSPORT AND VISA STATUS

1. PASSPORT NO : C0670983
2. PASSPORT EXPIRE : 04/09/2034
3. VISA STATUS : VISIT VISA



DECLARATION

I hereby declare that the information provided in this resume is accurate and true to the best of my knowledge and belief.

SHERNA BEEVI SHAJAHAN