

AADIL FAROOQUI
DOB: 26 MARCH 2005



Contact

Phone: +971566657702
Email: lamaarfarooqui@gmail.com
ADDRESS: AL NAHDA, DUBAI
VISA : 60 Days visit visa

Languages

English
Hindi

Education

- Higher secondary 2022
- Graduation
Completed (B.COM)
2022-2025

Diploma:

- ADCA
- TALLY ERP 9
- Adobe Photoshop

Summary

As a dedicated graduate student completed a degree in Bachelor of Computer Applications. I am seeking an entry-level position to leverage my academic knowledge and develop my professional skills. With a strong foundation I have demonstrated the ability to work collaboratively on projects and effectively communicate ideas. My experiences During school projects have honed my problem-solving abilities and adaptability in fast-paced environments. I am eager to contribute to a forward-thinking organization and gain valuable insights while delivering high-quality results.

Skill Highlights

- Adaptability.
- Attention to detail.
- Creativity.
- Decision making.
- Empathy
- Computer proficiency.
- Leadership experience.
- Communication skills
- MS Office
- Adobe photoshop
- Fast typing
- Accounting

Experience

Fresher(UAE)

BAJAJ ELECTRONICS

JULY 2024 – JUNE 2025

ADMIN IN ADMINISTRATION –(FULLTIME)

- Maintaining smooth day-to-day office operations including facility management, vendor coordination, and staff support.
- Scheduling and managing meetings, calendars, and event arrangements for senior management..
- Supervised housekeeping, security, and maintenance teams to ensure a clean and safe workplace
- Overseeing document management, filing systems, and ensured confidential records were maintained securely.
- Proven track record of achieving sales targets and deriving revenue growth.
- Maintaining daily MIS reports and provided insights to sales managers.
- Ensured compliance with company policies, safety standards, and legal regulations
- Led administrative support for events, training programs, and corporate initiatives.
- Coordinated with internal departments and external agencies for seamless communication and workflow.