

Fathima marzooka



CONTACT

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RELEVANT SKILLS

- File maintenance
- Quality control
- Time management
- Accurate data entry
- Organizational skills
- Communication
- MS excel
- MS word

LANGUAGE

- English
- Tamil
- Malayalam

Admin cum Receptionist

OBJECTIVE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

EDUCATION BACKGROUND

2014-2018

Arunachala college of
engineering

BE-Computer
Science

WORK EXPERIENCE

2019-2022

**Miramed ajuba global
solutions private limited**

DUTIES AND RESPONSIBILITIES

- Create spreadsheets to track important customer information and orders.
- Update customer information in a database.
- Organize existing data in a spreadsheet.
- Review data for deficiencies or errors.
- Type in data quickly and efficiently.
- Update existing data
- Retrieve data from the database or electronic files as requested
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Combines data from both systems when account information is incomplete.
- Maintains operations by following policies and procedures and reporting needed .

STRENGTHS

Good communication skills
Leadership quality & Self motive
Perform hands on maintained as needed, and to further team abilities & knowledge

HOBBIES

Photography
Sports
Travelling

PERSONAL DETAILS

DOB : 30-03-1996
Nationality : Indian
Marital Status : Married
Visa Status : Spouse visa
(Cancelled)
Notice Period : Join Immediately

- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

ADMINISTRATION

- Provide general administrative and clerical support including mailing, scanning, Faxing and copying to Management
- Maintain electronic and hard copy filing system
- Perform data entry and scan documents
- Assist in resolving any administrative problems
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Maintain office supplies for department.
- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office.
- Answer, Screen and forwarding incoming phone calls.
- Provide basic accurate information in-person or via Phone/mail.
- Receive, sort and distribute daily mail/deliveries.
- Order front office supplies and keep inventory of Stock
- Update calendars and schedule meetings.
- Arrange travel and accommodations, and prepare Vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

DECLARATION

I hereby declare that the above information are true to the best of my knowledge and belief.