



# ASHITHA LEJEESH

## Office Administrator

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments



akp679@gmail.com



0545481400



Sharjah, UAE

## SKILLS

### OPERATING SYSTEMS :

Windows (all versions),  
Linux

### PROGRAMMING

LANGUAGES: C,  
C++,

DATABASE: MYSQL

### SOFTWARES: MS

Office,

## LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Solving puzzles

Drawing and painting

Cooking

## WORK EXPERIENCE

### Office Administrative Assistant

REACH AIMS Language Training Institute L.L.C, Dubai, UAE

03/2018 - 04/2019

*AIMS Institute is one of the best OET and IELTS training centers in the UAE Achievements/Tasks*

- Created and updated records and files to maintain document compliance.
- Delivered administrative support to office staff, promoting excellence in office operations.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Enroll and registration of new students and courses.
- Managed accounts payable and receivable to gain better sense of overall financial stability.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Responded to inquiries from callers seeking information.

### Front Desk Coordinator

Al Mazroui Medical & Chemical Supplies, Dubai, UAE

03/2016-01/2017

*It is a powerful organization with vast experience gained in all areas of healthcare sector and electronic government . solutions in U.A.E. Market*

*Achievements/Tasks*

- Preparation of quotations, purchase orders and sales Invoices in SAP.
- Sales coordination for the technology group.
- Designed employee work schedules to address complete operational needs.
- Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
- Maintained office supplies by taking inventory and submitted orders for low-stock items.
- Greeted guests at front desk and engaged in pleasant conversations while managing check-in process.
- Used SAP to maintain and update records of internal data.
- Managed petty cash.
- Sorted and routed mail and deliveries to meet business requirements.
- Created and updated records and files to maintain document compliance.

### Teaching Assistant

Kannur College of Management & Science, Kerala, India

06/2013-06/2014

*Achievements/Tasks*

- As teaching faculty in computer Science dept.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- Graded and evaluated student assignments, papers and course work.

## **EDUCATION**

### **B-Tech. (Computer Science and Engineering)**

Govt. College of Engineering, Kannur

09/2009 - 03/2013

*Kannur University, Score:72.49%*

### **Class XII**

GHSS Morazha, Kannur

06/2006 - 03/2008

*Board of Higher Secondary Education (Kerala), Score:91.5% Courses*

Science Group

### **Class X**

GHSS Morazha, Kannur

06/2005 - 03/2006

*Board of Public Examination (Kerala), Score:91.58%*

## **PROFESSIONAL STRENGTHS**

- Invoice Processing
- Mail handling
- Multi-line phone proficiency
- Mail distribution
- Staff Management