



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