

FATHIMA MUHSINA

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City: Sharjah, Muweilah

Mobile: +971589156651

**CAREER OBJECTIVE:**

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

Professional Experience**MALABAR STEELS TRADING****Calicut India 2017 JAN – JUN 2018****Office / Administrative Assistant**

- Good knowledge of posing as the first point of contact and managing the front desk
- Demonstrated flexibility and superb work ethic in enthusiastically taking on special projects in addition to primary office administration responsibilities
- Leverage strong multitasking skills to manage customer service, data entry, invoicing, inventory control, and purchasing.
- Respond to customer inquiries in person and over the phone; liaise with cross-functional teams in support of customer needs
- Special talent for handling and distributing office correspondence
- Well-versed in assisting the accounts department with payroll service
- Demonstrated ability to manage everyday office tasks such as filing and record keeping
- Excellent attention to detail with accuracy and teamwork skills
- Answering and directing phones to the respective staff member
- Taking and distributing official messages to the staff
- Greeting visitors and clients and guiding them to the correct staff member
- Answering emails, sorting out, and distributing incoming parcels
- Monitored and maintained office supplies
- Handled other office duties as required and extended support

TECHNICAL SKILLS:

➤ Operating System : Windows 2000, Windows XP

PROJECT UNDERTAKEN:

Title: Computer Based Training (CBT) Online admission for college

ACADEMIC PROFILE:

Course	Name of School / College	Board / University	Percentage / CGPA	Year
B.S.C(CS)	M.E.S. COLLEGE KALLANTHODE CALICUT	Calicut University	80	2015
HSC	Markaz Hr. Sec School, Calicut	State Board	74.3	2012
SSLC	Markaz Girl Highschool	State Board	88.4	2006

VOLUNTEER WORK

- Worked for NCC Children's village as part of a volunteer program in June 2014

PERSONAL PROFILE:

Name : Fathima Muhsina
DOB : 30-09-1994
Gender : Female
Marital Status : Married
Visa Status : Spouse Visa
Nationality : Indian
Languages Known : English, Malayalam, Tamil,
Hobbies : Listening to Music, fashion designing
Availability : Immediate

DECLARATION:

I hereby declare that the above information's are true to best of my knowledge.

Place: Sharjah (Muweilah)
Date:

(FATHIMA MUHSINA)