



Fousia Ali

Administrative Coordinator

To secure a challenging position in a reputable organization where I can serve as an important part of a team and facilitate office administration needs in a way that will improve efficiency and performance within the organization.



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+971 509485837



Muweilah, National Paint
Area, Fire Station Road,
Sharjah, UAE

SKILLS

Excellent
Communication Skills

Interpersonal skills.

Time management
ability

Better customer
handling

Ability to work as a great
team player

Quick Learner.

Handle a wide variety of
tasks

LANGUAGES

English
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

Hindi
Professional Working Proficiency

Tamil
Native or Bilingual Proficiency

Arabic
Elementary Proficiency

INTERESTS

Crossword puzzles

Music

WORK EXPERIENCE

Administrative Coordinator Aceware Solutions.

12/2019 - 09/2021,

Cochin, Kerala, India

Tasks

- Schedule appointments and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Collate and distribute mail.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Write and edit documents from letters to reports and instructional documents.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform record keeping.

Data coordinator (Management Information System) Lazza

06/2016 - 05/2019,

Cochin, Kerala, India

Tasks

- Perform collection, interpretation and recording of data in accordance with company's guidelines and standards
- Review project documents and make necessary revisions.
- Sort and organize the data; both hard copy and electronic versions.
- Transmit data report to client via Internet.
- Prepare data for reporting, meeting and presentations.

CERTIFICATES

IELTS (International English Language Testing System)

EDUCATION

Bachelor of Computer Application Mahatma Gandhi University

06/2010 - 03/2014,

Cochin, Kerala, India

General Certificate of Secondary School Education SNV Higher Secondary School.

06/2008 - 03/2010,

Idukki, Kerala, India

General Certificates of SSLC Montfort School. (CBSE)

2008

Idukki, Kerala, India.

PERSONAL INFORMATION

| | | |
|----------------|---|---------------------------------|
| Date of Birth | : | 14 th September 1991 |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Visa Status | : | Residence Visa |

DECLARATION

I hereby declare that the above written particulars are to the best of my knowledge and belief.
Fousia Ali