

**Sahana Anaz Shihabudeen**

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## Objective

Seeking a position where I can utilize my skills in office administration, document management, and project coordination to contribute to the efficient and effective functioning of the organization. I am interested in roles such as Office Secretary, Admin Officer, HR Assistant, Project Coordinator, Receptionist, and Medical Billing & Coding, where I can apply my expertise and grow within a dynamic environment.

## Skills & Qualifications:

- Proven experience as an Admin Assistant, Document Controller, or similar role.
- Familiarity with office management systems, document control software, and project management tools.
- Strong proficiency in MS Office (Excel, Word, PowerPoint).
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to work under pressure and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with discretion.
- Proactive and self-motivated with the ability to work independently or as part of a team.
- Experience with document management software or electronic filing systems is a plus.

## Education

- **B.Sc. in Botany & Biotechnology**
- **Diploma in Medical Coding and Billing**
- **VHSE - Medical Laboratory Technician**
- **SSLC - Secondary School Leaving Certificate**

## Work Experience

**Blaze Care Technical Services LLC, Dubai, UAE**

**Position:** Admin Assistant & Document Controller

**Duration:** 2 Year (2021-2023)

- Provide administrative support to ensure efficient office operations.
- Manage office supplies, coordinate procurement, and ensure inventory is up to date.
- Assist with scheduling meetings, appointments, and travel arrangements for the team.



- Answer and direct phone calls, emails, and other communications.
- Prepare and edit correspondence, reports, presentations, and other documents as needed.
- Maintain office filing system and ensure the confidentiality of sensitive information.
- Coordinate and manage office events, meetings, and activities.
- Assist in the preparation of VISA, employee documentation and other documentation as required.
- Handle day-to-day administrative tasks including data entry, document scanning, and filing.
- Develop, maintain, and enforce document control procedures to ensure effective management of company records. Create, update, and organize company documentation including contracts, drawings, manuals, and project files. Ensure all documents are properly categorized, indexed, and stored for easy retrieval.
- Track and maintain document revisions and ensure that the latest versions are available to relevant stakeholders.
- Ensure compliance with document control standards and procedures.
- Assist with the coordination of document approvals, distribution, and filing within the team.
- Conduct regular audits of document storage systems to ensure accuracy and consistency.
- Support the team with document-related queries and assist with document retrieval as needed.
- Collaborate with various departments to ensure proper document management practices.

**Cashew Export Promotion Council of India , Kerala, India**

**Project:** Estimation of Lactic Acid Bacteria in Fruit Waste

**Duration:** 2017-2018

- Conducted research and testing for lactic acid bacteria estimation in fruit waste.
- Documented results and presented findings as part of a research project.

**Taluk Headquarters Hospital CHIRAYINKEEZHU, Kerala India**

**Position:** On-Job Training Program

**Project:** Estimation of Lactic Acid Bacteria in Fruit Waste

**Duration:** 2017-2018

- Assisted in lab testing and data collection for ongoing research projects.



**Highland Traders, Kilimanoor, Kerala, India  
(2019-2020)**

**HIGHLAND**

**Position:** Admin & Document Controller

- Managed day-to-day administrative tasks and organized documents for easy access and retrieval.
- Supported team coordination and maintained records of project activities.

## Computer Skills

- **Diploma in Computer Application (DCA)** – Govt. of India
- **MS Office Suite** – Word, Excel, PowerPoint, Outlook
- **Adobe Photoshop** – Basic Knowledge
- **Graphic Designing**

## Languages Known

Language	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Normal	Normal	Normal
Hindi	Normal	Normal	Normal
Tamil	Normal	Normal	Normal
Malayalam	Fluent	Fluent	Fluent

## Personal Information

- **Date of Birth:** 06<sup>th</sup> April 1997
- **Gender:** Female
- **Marital Status:** Married
- **Religion:** Islam
- **Nationality:** Indian
- **Passport Number:** S9981609
- **Passport Expiry:** 19-09-2029
- **Visa Status:** Husband Visa
- **Availability to Join:** Immediately

## Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

## Reference

Available upon request.