

CURRICULUMVITAE

SUSMI SATHEEN



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EDUCATION

MBA IN HR AND MARKETING - 2016

Rajadhani Business School, Kerala, INDIA Kerala University

BCA - 2014

CHMM for Advanced Studies, Kerala, INDIA Kerala University

HIGHER SECONDARY - 2011

MRMKMMHSS, Kerala, INDIA Kerala University

SECONDARY SCHOOL - 2009

Little Flower English Medium School, Kerala, India Government of Kerala SSLC Examinations

OBJECTIVE

Looking for a long term career in a challenging position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

SKILLS AND ACHIEVEMENTS

- MS Office [Word, Excel, PowerPoint, Outlook]

PROFESSIONAL EXPERIENCE

- Working as admin cum receptionist from October 2022 to March 2023
Organization : PRIME CHILLER COOLING SYSTEM LLC
- Worked as admin assistant from September 2019 to January 2020
Organization : GEMS NEW MILLENIUM SCHOOL, DUBAI
- Worked as HR assistant for 2 months 2016
Organization: Ananthapuri Hospital and Research Institute (AHRI), Trivandrum, Kerala.
- Worked as sales representative for 3 months in 2015
Organization: Al Hamidiya General Trading LLC, Sharjah, United Arab Emirates.



PERSONAL DETAILS

Date of Birth : 3rd June 1993
Gender : Female
Marital Status : Married
Languages : English, Malayalam
Nationality : Indian
- Husband Name : Vivek Krishna
Address : PO BOX NO: 5078
Dubai
UAE
Visa Status : Husband's Visa

The task assigned areas; Data Updating, Contacting Suppliers, Editing Documents, Mailing Letter to Clients, Checking the Invoice, File keeping, making sales, purchase, expertise and payments & receipt entries

Job Profile:

- Maintain positive and professional staff and client relationships; welcome and greet clients and office guests
- Plan and schedule meetings, presentations, and other office related events; send reminders regarding upcoming appointments
- Suggest changes to office task workflow to improve efficiency
- Answer phones in a professional manner and direct calls to appropriate persons or take detailed messages
- Schedule travel arrangements
- Manage communication of information in and out of the office; type out correspondence emails, scheduling vehicle logs , prepare attendance etc. prepare outgoing mail and packages for executives
- Assist in preparation of materials
- Ensure office is kept clean and organized at all time

Declaration

I hereby declare that the information provided above is genuine to the best of my knowledge and I assure you to put forth my best efforts for the organization.

Truly yours

Susmi Satheen

