

# UBAIDATH MUHAMED FAMIS

OFFICE CORDINATOR

## Contact

### Address

DUBAI United Arab Emirates

### Phone

+971566349597

### E-mail

ubaidapp@gmail.com

## Skills

Customer and client  
relations



Office administration



Staff Management



Administrative support



Mail handling



## Software

Microsoft office



Well-organized professional equipped with varied experiences in administrative roles. Driven to increase overall efficiency while maintaining filing systems and screening and answering numerous phone lines daily.

## Work History

2011-05 -  
2012-08

### Receptionist

LULU GOLD , TELlicherry- KERALA

- Answered central telephone system and directed calls accordingly.
- Confirmed appointments, communicated with clients and updated client records.
- Managed multiple tasks and met time-sensitive deadlines.
- Scheduled and confirmed appointments and meetings for senior management team.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Provided clerical support to company employees by copying, faxing and filing documents.
- Responded to inquiries from callers seeking information.
- Corresponded with clients through email, telephone or postal mail.
- Kept reception area clean and neat to give visitors positive first impression.
- Answered phone promptly and directed incoming calls to correct offices.
- Resolved customer problems and complaints.
- Restocked supplies and submitted purchase orders to maintain stock levels.

Languages	Education
<div>English</div> <div> <div></div> <div></div> </div> <div>Very Good</div>	<div>2008-2011</div> <div> <div>Bachelor of Computer Applications</div> <div>KANNUR UNIVERSITY - KANNUR - KERALA</div> </div>
<div>Hindi</div> <div> <div></div> <div></div> </div> <div>Very Good</div>	<div>2006-2008</div> <div> <div>Higher Secondary</div> <div>PKPHSS ULIKKAL - KANNUR</div> </div>
<div>Malayalam</div> <div> <div></div> <div></div> </div> <div>Excellent</div>	<div>2005-2006</div> <div> <div>SSLC</div> <div>PKPHS - KANNUR</div> </div>
	Interests
	Travelling, Reading, Cooking
	DRIVING LICENSE
	Holding a Valid UAE Driving License