

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

English



Very Good

Hindi



Very Good

Malayalam



Excellent

Education

2008-2011

Bachelor of Computer Applications

KANNUR UNIVERSITY - KANNUR - KERALA

2006-2008

Higher Secondary

PKPHSS ULIKKAL - KANNUR

2005-2006

SSLC

PKPHS - KANNUR

Interests

Travelling, Reading, Cooking

DRIVING LICENSE

Holding a Valid UAE Driving License