

# SEENA A U

Administrative Staff  
(Currently Pursing Diploma In Hospital Administration)



## PROFESSIONAL SUMMARY

Results-driven and detail-oriented administrative professional with **6 years** of experience providing exceptional support in fast-paced office environments. Proven track record of efficiently managing administrative tasks, maintaining accurate records and ensuring seamless day-to-day operations.

## SKILLS

- Team work
- Time management
- Punctual
- Hard working
- Quick Learner
- Detail Oriented
- Adaptability

## WORK EXPERIENCE

### ADMINISTRATIVE STAFF Jan 2013 –June 2017 ALFAJER PUBLIC SCHOOL, TRIVANDRUM, KERALA, INDIA

- Supported daily office operations, including answering phones, handling mail, and maintaining office supplies.
- Scheduled appointments and managed meeting rooms, ensuring efficient use of resources
- Assisted in data entry and database management, contributing to a more organized and accurate record-keeping system
- Maintaining a record of all the daily activities.
- Filling reports and sorting documents.

### OFFICE STAFF– Feb 2019 to April 2021 THOUGHT FLOWS TRAINING CENTER TRIVANDRUM, KERALA, INDIA

- Excellent time management skills with a proven ability to meet deadlines.
- Maintained confidential and sensitive information.
- Supported daily office operations, including answering phones, handling mail, and maintaining office supplies.
- Proficient with Microsoft Office Suite or related software.
- Filing reports, sorting documents, and managing database

## CONTACT INFORMATION

+971 501460309

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VISA STATUS :RESIDENCE VISA

seenanazir2@gmail.com

Sharjah, U A E

## EDUCATION

### MCA[Master of Computer Application] 2009

- Mar Baselious Institute of Information Technology, Kerala, India

### BSc |Physics| 2006

- All Saint's College, Kerala, India

### HIGHER SECONDARY| 2003

- Pallithura Higher Secondary School, Kerala, India

### SSLC|2000

- Our Lady of Mercy HS, Kerala, India

## PROFESSIONAL SKILLS

- MS Office
- Solid written and verbal communicator
- Team work
- Basic knowledge of office equipment.



COMPUTER PROFICIENCY

MS Office  
Basic Operation  
Internet & E- Mail

LANGUAGES

English  
Malayalam  
Hindi

INTERESTS

   
Songs    Travelling

REFERENCE

- Available upon request

PERSONAL DETAILS

Gender : Female  
Visa validity : 11-06-2025  
Nationality : Indian  
Marital Status : Married

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

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