



REHANA THOMAS

Administrative Assistant

ABOUT ME

Detail-oriented Administrative Assistant with a proven track record of efficiently managing office operations and supporting executive teams. Proficient in office software, data entry, scheduling, and communication. Known for exceptional organizational skills and the ability to handle multiple tasks simultaneously, ensuring smooth workflow and optimal productivity. Committed to maintaining confidentiality and providing top-notch administrative support to enhance the efficiency of the organization

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✉ rehanathomas1993@gmail.com

📍 Dubai, United Arab Emirates

🌐 <https://linkedin.com/in/rehana-thomas-947a161b3/>

COMPUTER PROFICIENCY

Softwares

- Microsoft Office
- Tally

Operating Systems

- Windows

LANGUAGES

- Malayalam

- English

- Hindi

- Tamil

PERSONAL INFORMATION

- Birthday : 04/09/1993
- Marital Status : Married
- Gender : Female
- Husband's Name : Mr. Mathew Jais
- Nationality : Indian
- Passport : R6348307
Expires 11/17/2027
- Address:
Dubai
United Arab Emirates

EDUCATION

Master's

St.Thomas College

Post Graduate

June 2017

Master of Tourism Administration

MG University

Pattanamtitta, Kerala

Bachelor Degree

St.Thomas College

Graduated

May 2015

Bachelor of Tourism Studies

MG University

Pathanamthitta, Kerala

H.S.C (12th)

Balikamatom HSS

Matriculated

March 2012

commerce

Kerala Board of Higher Secondary Education

Tiruvalla, Kerala

SSLC

Balikamatom HSS

Completed

March 2010

General

Kerala State Board

EXPERIENCES

2018- 2021 ADMINISTRATIVE ASSISTANT
NAZARETH ASRAMAM
Chengannur, Kerala

During my tenure as an Administrative Assistant, I consistently excelled in managing daily office tasks and providing critical support to executive teams. I demonstrated proficiency in scheduling appointments, coordinating meetings, and managing correspondence. My keen attention to detail allowed for error-free document preparation, data entry, and record maintenance.

2017- 2018 STUDENT COUNSELOR
HAPIFEAT TECHNOLOGIES PTV LTD
Cochin, Kerala

As a Student Counselor, I was be responsible for providing counseling and guidance services to students, helping them navigate academic, personal, and social issues. My role involve assessing students' needs, offering emotional support, and developing strategies to help them achieve their educational and personal goals. i collaborate with educators, parents, and other professionals to create a supportive and inclusive learning environment

DECLARATION

I, Rehana Thomas, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

REHANA THOMAS