



Shahida Mn

Administrative Assistant

Accomplished Administrative 1 years in administrative processes, Human resources and office procedures. Highly organized and detail-oriented individual seeking to attain an Admin Assistant position in a fast-paced environment. Capable of efficiently managing projects and utilizing my excellent organizational, communication and problem-solving skills to provide top-notch customer service and optimize operational efficiency. Committed to developing automated solutions to maximize resources and reduce cost.

Contact

Mob: +971 505158431

Email: shahidashahalu@gmail.com

Location: Dubai, UAE

Skills

- Data management
- Automation/Technology integration
- Project management
- Negotiation
- Microsoft Excel/Spreadsheet expertise
- Office Administration
- Time management
- Data analytics
- Reporting and analytics
- Presentation development
- Digital filing system implementation
- Scheduling
- Professional communication
- Employee performance management
- Problem-solving
- Multi-tasking
- Attention to detail
- Process optimization
- Team coordination and leadership
- Business Administration
- Client relationships
- Risk management

EXPERIENCE

Madinat Al Zaya Foodstuff Trading LLC

Administrative Assistant

Dec 2022- Dec 2023

Responsibilities

- Developed and managed a filing system for documents and automated systems that reduced document retrieval time by 25%.
- Researched and recommended cost-effective supplies that resulted in a 35% cost savings for the organization.
- Automated the email process with templates and message rules that led to an average response time of two hours.
- Created and maintained spreadsheets and databases, streamlining the company's administrative processes.
- Coordinated and organized meetings and events, improving the overall efficiency of the company.
- Supported senior administrative assistants in managing tasks and schedules, contributing to a 10% increase in efficiency.
- Assisted in the preparation of quarterly reports, achieving 95% accuracy.

COMPUTER PROFICIENCY

- Proficient in Microsoft
- Advanced Excel
- Microsoft word
- Microsoft Powerpoint

Areas of Expertise

- Office Administration
- Client Relationship Management
- Document Control Systems
- Financial Analysis
- Computer Skills
- Data Analysis

Personal Details

Gender: Female

Marital Status: Married

Date of Birth: Dec-14-1999

Nationality: Indian

Visa Status: Spouse Visa

Languages: Fluent in English and Malayalam

ACADEMIC QUALIFICATIONS

- **MASTERS OF BUSINESS ADMINISTRATION**

Human Resource
Bharathiar University, 2021-2023
CGPA: 8.7

- **BACHELOR OF COMMERCE**

Calicut University, 2018-2021
CGPA: 7.9

- **HIGHER SECONDARY SCHOOL CERTIFICATE**

Kerala State Board, 2016-2018
CGPA: 9

- **SECONDARY SCHOOL CERTIFICATE**

Kerala State Board, 2015-2016
CGPA: 9.8