



PRAJITH ASHOK

Administrative Assistant

PROFILE

As a dedicated professional with over 6 years of experience in logistics, procurement, and administrative support in the UAE, I am seeking to leverage my expertise in supply chain coordination, vendor management, and inventory control to contribute effectively to a dynamic team. I aim to enhance operational efficiency in a forward-thinking organization, while continuing to grow in the field of logistics and supply chain management.

CONTACT

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971 561 102 131

Rashidiya, Dubai

United Arab Emirates

EDUCATION

Bachelor of Business Administration

Monad University

Uttar Pradesh | India

Year & Month: 2013 June

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Carmen Perfumes | Dubai, UAE

Aug 2022 – Present

- Managed scheduling, calendar coordination, and travel arrangements to optimize time management for executives.
- Prepared and maintained professional documents, reports, and presentations while ensuring accuracy and confidentiality.
- Handled incoming communications, including phone calls and emails, and acted as the primary point of contact for clients and visitors.
- Oversaw office inventory and procurement of supplies to ensure smooth operations.
- Conducted data entry and maintained comprehensive records and filing systems for easy retrieval.
- Coordinated and organized meetings, including agenda preparation, minute-taking, and follow-ups.

PURCHASE ASSISTANT

Lulu International | Dubai, UAE

Date of joining of end day add

- Assisted in the procurement of goods by researching suppliers, comparing pricing, and managing purchase orders.
- Coordinated with suppliers to ensure timely delivery and stock replenishment, reducing stockouts and overstock situations.
- Processed purchase orders, tracked shipments, and ensured compliance with company policies and procedures.
- Collaborated with the finance team to process payments and resolve discrepancies.
- Assisted in contract negotiations with vendors and managed vendor relationships.

DOCUMENT CONTROL COORDINATOR

Armada Construction, Dubai, UAE

Date of joining of end day add

- Manage and control the documentation flow in compliance with the company's document control procedures.
- Ensure timely and accurate distribution of documents to project teams, clients, and contractors.
- Maintain updated records of all project documentation, ensuring easy retrieval and tracking of revisions.
- Ensure documents comply with industry and client-specific standards and procedures.
- Manage filing systems, ensuring all records are secure and accessible.
- Coordinate document audits to ensure compliance with legal and regulatory requirements.

CERTIFICATIONS

- Diploma In Fire and Safety from NIFE, Trivandrum, Kerala
- IOSH Certification

LANGUAGES KNOWN

Language	Read	Write	Speak
English	Expert	Expert	Expert
Hindi	Expert	Basic	Expert
Malayalam	Native	Native	Native

SKILLS

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
- Expertise in data entry, record management, and database maintenance.
- Experience with scheduling software (e.g., Microsoft Teams, Zoom, Calendly).
- Familiarity with office equipment (printers, scanners, fax machines).
- Basic knowledge of accounting or financial tools (e.g., QuickBooks, SAP).
- Email and calendar management using tools like Outlook or Gmail.
- Calendar and schedule management for executives or teams.
- Travel arrangements, expense tracking, and itinerary creation.
- Document preparation, formatting, and proofreading.
- Filing and record-keeping (digital and physical systems).
- Meeting coordination (agenda setting, minute-taking, follow-up).
- Exceptional organizational and multitasking abilities.
- Strong verbal and written communication skills.
- Problem-solving and decision-making capabilities.
- Attention to detail and accuracy in all tasks.
- Ability to handle confidential information with discretion.
- Ability to interact with clients, vendors, and colleagues professionally.
- Prioritizing tasks and meeting tight deadlines.
- Managing competing responsibilities effectively.
- Basic knowledge of HR functions, such as onboarding and payroll support.

REFERENCES

Available upon request.