

SALMI SHAMEER

AL AIN, UAE

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Professional Summary

Graduated in Computer Science with 3+ years' experience working as administrative assistant in UAE and India. Got training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments.

Work History

ADMINISTRATIVE ASSISTANT

June 2017 – December 2019

Ainawi Flowers

Al Ain, UAE

- Provides administrative support to ensure efficient operation of the store.
- Answers phone calls, greeting and supporting customers.
- Create Invoices and payment collection.
- Delivery coordination and arrangement for telephonic and party orders.
- Call vendors to check on orders, schedule deliveries and coordinate payments.
- Exhibits polite and professional communication via phone and e-mail.
- Ensures operation of store by arranging maintenance/cleaning requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

ADMINISTRATION

March 2015 - Nov 2016

WIN PACKS

Kerala, India

- Answers phone calls, supports visitors and maintains contact lists.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel and delivery arrangements for senior staff as well as goods delivery.
- Prepare and monitor invoices, produce and distribute correspondence memos, letters, and forms
- Exhibits polite and professional communication via phone, and e-mail.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintain up-to-date employee records and workers timesheet.

- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Education

Project Document Control	2020
Consepsys	Al Ain, UAE
<ul style="list-style-type: none"> • Certified Document Control Training Courses 	
Bachelor of Engineering: Computer Science	2012
MES College of Engineering	Kerala, India
<ul style="list-style-type: none"> • Approved by Calicut University, Kerala, India 	
Higher Secondary School: Science	2008
G.M.M.G.H.S. S	Palakkad, Kerala, India
<ul style="list-style-type: none"> • Kerala State Educational Board 	
High School: SSLC	2006
Kanikkamatha Higher Secondary School	Palakkad, Kerala, India
<ul style="list-style-type: none"> • Kerala State Education Board 	

Key Skills and Competencies

- Numbering & identification of documents.
- Quality & compliance checks on documents.
- Filing and organization of documents (both electronic and / or hardcopies).
- Control over documentation modification, distribution, issuance (as per procedure) during its whole lifecycle.
- Maintenance of a list (register) of applicable documents.
- Distribution of documents to relevant people / organizations.
- Progress reporting on the document's status / maintaining KPIs (Key Performance Indicators).
- Microsoft Excel/Word/PowerPoint/Outlook/SharePoint.
- Administration & Customer Services.
- Teamwork and Management.
- Problem Solving.
- Adaptability and Analytical Thinking.
- Teamwork and Leadership Qualities.

Personal Details

Date of Birth	:	30.01.1991
Nationality	:	Indian
Current Location	:	Al Ain, UAE
Visa Status	:	Residence Visa
Languages	:	English, Urdu/Hindi, Malayalam, Tamil

Objective

To get hold of a challenging position in a dynamic organization, that will pursue a highly rewarding career and healthy work environment where I can utilize my knowledge, skills, and competencies efficiently to organization role and strategic corporate objectives, I hope to make a great contribution to the overall organizational growth and success.

Declaration

I hereby declare that all the information is true to my best knowledge and belief.

Place: Al Ain

Salmi Shameer