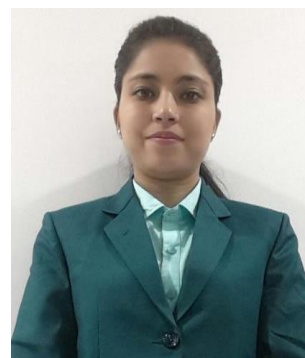


CURRICULUM VITAE

RAHNUMA RIZWANI MANSOORI

Administrative Assistant



Contact Details

Near Abu-Dhabi mall, Abu-Dhabi

Mobile : +971 567116083

Mail : rahnumarizwani24@gmail.com

Passport Details

Passport No. : R 2877719

Place of issue : Jaipur (INDIA)

Date of Expiry : 31/08/2027

Visa Status

- Visit Visa
- Ready to join immediately

Area of Expertise

- Office Administration
- HR Management
- Front Office Management
- Staff Performance Analysis
- Product detailer

Professional Skills

- Leadership Ability
- Strong Communication
- Team building ability
- Able to delegate

Academic Qualification

- **M.Sc. In Biotechnology – 2014**
(Biyani Girls College, Rajasthan University, Jaipur, INDIA)

- **Target Job Title:** Admin Assistant/Secretary
- **Career Objective:** To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth. Have a constant urge to learn, teach and put my sincere efforts in my work.
- **Employment Type:** Administration/Public Relation Service
- **Employment Status:** Full time

Personal Summary

A positive thinking and well experienced academic and office administrator, possessing ambition and ability. Having a broad knowledge of organizing, managing and supporting the day to day activities of office administration.

Work Experience (2 Yrs)

IDOL BIOTEC PVT LTD (Pharmaceutical Company)

Jaipur, INDIA. (From March 2015 to April 2017)

Type : Corporate Office

Role : Assistant Admin Manager

- Provide the full range of administrative support to managing team and senior manager.
- Scheduled meetings, appointments and other viewings.
- Prepared correspondence, documents, files and newsletters.
- Processed invoices and prepared payments.
- Sorting and distributing incoming and outgoing mails and calls of official matter.

- **B.Sc. In Biotechnology – 2012**
(Biyani Girls College, Rajasthan University,Jaipur, INDIA)
- **Senior Secondary School – 2009**
(Science Bio field)

Professional Course

- MS Office
- Windows & Internet

Key Skills

- Provide the innovative ideas for the ultimate growth of organization.
- Emotionally mature, self oriented and active person.
- Good communicative and office management skills with computing.
- Good coordinating ability.

Languages Known

- English
- Hindi
- Urdu

Hobbies

- Gardening
- Travelling
- Book reading

Personal Details

- DOB : 02/11/1991
- Nationality : Indian
- Marital Status : Married

- Maintained files and records officially in a manner to remain updated and easily accessible.
- Utilized efficiently the office appliances like photocopier, printers, computer for word processing related administrative working etc.
- Undertaken the tasks and issue of invoices, checks etc.
- Took minute meetings and dictation to employees or sales persons about product detailing.
- Assist in office and administration management for stocks of product supplies and updated reports.
- Performed other official/administrative duties as assigned.
- Responsible for handling the petty cash and keeping the expense records.
- Assisting the manager in planning and executing the meetings, events and the formal activities in organization.

✚ **Work Experience (1Yr)** In **STRATA MANUFACTURING COMPANY, AL-AIN (UAE)** as Security Team Member (**October 2018 – October-2019**).

✚ **Work Experience (1Yr)** Rejoined as **SENIOR EXECUTIVE** in Administration in **IDOL BIOTEC PVT LTD (Pharmaceutical Company) INDIA.** (From January 2020 – March 2021)

✚ **Certificates awarded:**

- Have completed certificate programme of **Bioinformatics**.
- Have completed certificate programme of **Public Relation & Advertisement**.
- Have completed certificate programme of **Microsoft Office specialization**.
- Have completed certification programme of **Art & Craft**.

(**RAHNUMA RIZWANI MANSOORI**)