



RESHMA SHEEBA MOHANKUMAR

reshmaappu111@gmail.com
0501943910
Al-Karama,
Dubai, United Arab Emirates

Nationality: **Indian**
Birth Place: **Kerala**
Passport No: **R3305799**

Skills

- Microsoft Excel
- Customer service
- Once Handling Professionalism Efficiency
- Verbal and Written communication
- Organization
- Team work

Interests

- Interested in social activities
- Football
- Music
- Reading
- Video Games
- Travelling

Reference

- Pradeep Jose
Managing Director
“Anson Pvt Ltd”

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

Administration and Archives Clerk

“TWIN Electrical & Plumbing Works LLC”
Dubai, United Arab Emirates
8/11/2019 – Till Date.

- ✓ Handling front desk office
- ✓ Receiving phone calls and Mails
- ✓ Produce routine systems generated reports

Administrative Assistant

“Amazon Documents Clearing”
United Arab Emirates
5/5/2018 – 01/11/2019

- ✓ Perform receiving of callers and referring of visitors in a professional manner
- ✓ Obtain and distribute mails
- ✓ Create travel arrangements
- ✓ Maintain office supply inventories and appointments calendars
- ✓ Ensure the organize activities such as meeting, travel, conferences and department activities
- ✓ Customer services
- ✓ Maintained office files and record in accordance with internal procedures
- ✓ Submitted day to day accounts details to the Senior director
- ✓ Handling front reception and greeting the visitors

Mob: +91 9947 843 840

Email: ansonchitshr@gmail.com

- Mr. Rouf Choudhary Ahmad

Managing Director

“Amazon Documents Clearing”

Mob: +971 50 486 2189

Email: roufamazon@gmail.com

Language

English

Hindi

Malayalam

Tamil

Personal Details

Professional: Administrative Assistant /
Front Desk Executive

Visa Status: Waiting for Cancellation

Date of Birth: 18/11/1996

Admin Cum Assistant Accountant

“Anson Chits Private Ltd.”

Kerala, India

17/12/2016 – 2/4/2018

- ✓ Handling phone calls, email, lattes and memos
- ✓ Sorted and distributed mail while also answering routine correspondence
- ✓ Independently composed financial, statistical and narrative reports and correspondence as required
- ✓ Maintained office files and records in accordance with internal procedures
- ✓ Performed routine data entry for time keeping and other departments related functions

Education

- **MBA** 2019
Viswa Bharatiya Vidya Parishad
- **BCom (79%)** 2017
Calicut University
- **HSC (80%)** 2013
Masters Academy, National Open University
- **SSLC** 2010
St. Sebastian Higher Secondary School

RESHMA SHEEBA MOHANKUMAR

Re: Application for job vacancy

Sir/madam

I have three years' experience in the administration. I'm ready for a new challenge. and see this position as the perfect role to help me achieve this. Because of my passion for organizing. I feel that I have achieved all that I can in my current industry.

I believe that this experience, coupled with my excellent interpersonal and organizational skills, make me the perfect candidate for building a long-term career in this role.

I am confident that I can bring this level of success with me to your organization.

Thank you for your time for consideration.

Yours sincerely,

Reshma Sheeba