

## NEETHU HASAN

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### OBJECTIVE

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

### CORE COMPETENCIES

- Motivational and organizational problem-solver with advanced supervisory, team building and customer service skills.
- Experience stepping into roles and quickly making positive changes to drive company success.
- Focused on using training ,monitoring, and moral building techniques to maximize employee engagement and performance.
- Taking care of operations with focus on achieving predefined target and growth.
- Ensuring the client satisfaction by achieving timeliness and service quality
- Verbal and written communication
- Flexibility and adaptability to make a stress free environment.
- Professionalism

### EXPERIENCE

- **Dreams Enterprises** **Jan 2018 - March 2020**  
Administrative Assistant
  - Provides administrative support to ensure effective operation of office.
  - Answers phone calls, schedules meetings and supports visitors.
  - Carries out administrative duties such as filing,typing, copying, binding, scanning.
  - Making travel arrangements for senior staff such as booking flights, cars and hotel or restaurant reservations.
  - Exhibits polite and professional communication via phone, email.
  - Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies placing and techniques.
- **Yaagi Group of Companies , Cochin** **Oct 2012 - Nov 2015**  
Accounts / Administrative Assistant
  - Maintained Senior Director's calender, scheduling meetings, and ensuring no conflicts occur.
  - Tracked responses , generated data reports.
  - Successfully planned and co ordinated company events and teamwork activities.
  - Produced reports, presentations, spreadsheets ,graphs, charts, diagrams and illustrations.
  - Prepared proofread and formatted correspondences

### EDUCATION

- **MADHURAI KAMARAJ UNIVERSITY** **2017**  
Graduation  
Bachelor of Computer Applications
- **HOLY ANGELS ENGLISH MEDIUM HIGHER SCEONDARY SCHOOL** **2008**  
Higher Secondary / Plus Two
- **HOLY ANGELS ENGLISH MEDIUM HIGHER SECONDARY SCHOOL** **2006**  
High School education

### TECHNICAL SKILLS

- Microsoft Office Suites - ( Word, Excel, PowerPoint, Access, Outlook)
- Accounting Software - Tally ERP with GST, Basic Accounting
- Programming languages - Java , C, CPP
- Web Technology - HTML

### PERSONAL DOSSIER

- Date of Birth : 24 April 1990

- Nationality : Indian
- Marital Status : Married
- Passport number : S1901561
- Place of issue : Trivandrum
- Date of issue : 27/06/2018
- Date of expiry : 26/06/2028
- Languages known : English , Malayalam, Hindi

## **DECLARATION**

- I hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief.

Neethu Hasan