

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 calendar, scheduling meetings, and ensuring no conflicts occur.
 - Tracked responses, generated data reports.
 - Successfully planned and coordinated 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 SECONDARY 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