

HUSSAIN ABDUL CADER

ADMINISTRATIVE ASSISTANT

OBJECTIVE

A dedicated, hard-working person who is keen to learn new things, understand and progress in the given work environment with team spirit and self-motivation, is seeking d flourishing cider

CONTACT INFO

+97470583805

hssn.kdr@gmail.com

Bin Muhammad, Qatar

PERSONAL DETAILS

Date of Birth - 02-09-1991

Gender – Male

Marital Status - Unmarried

Nationality - Indian

Religion – Islam

Visa – Transferable with NOC

EDUCATION

ALAGAPPA UNIVERSITY
2009-2012
Bachelor of Business Administration

ANNA UNIVERSITY
2012-2014
Master of Business Administration in HR and Finance

EXPERIENCE

ADMINISTRATIVE ASSISTANT / GTC COAL
2016-2019

- Provide general administrative and clerical support including mailing, scanning, faxing, and copying to management.
- Maintain electronic and hard copy filing system.
- Open, sort and distribute incoming/outgoing correspondence.
- Perform data entry and scan documents.
- Assist in resolving and administrative problems.
- Run company's errands to post office and office supply store.
- Answer calls from customers regarding their enquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- Schedule and coordinate meetings, appointments, and travel arrangements for Managers.
- Maintain office supplies for department.

SKILLS

- Microsoft Office.
- Communication skills.
- The ability to work autonomously.
- Database management.
- Enterprise Resource Planning.
- Social media management
- A strong result focus

DECLARATION

I hereby declare that all my above furnished details are true to my knowledge.

Hussain Abdul Cader