

FIRDOUS A

Administrative Officer

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Professional Summary

Highly efficient and detail-oriented Administrative Officer with 3 years of experience in overseeing office operations, managing employee records, and coordinating interdepartmental activities. Adept at streamlining processes, maintaining confidential information, and ensuring timely completion of projects. Strong communication skills with a proven ability to enhance operational efficiency and support strategic planning through comprehensive reporting and task prioritization.

Key Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Excellent organizational and time management skills
 - Strong written and verbal communication skills
 - Ability to handle confidential information with discretion
 - Attention to detail and accuracy in work
 - Ability to work independently and as part of a team
 - Ability to work under pressure and meet tight deadlines
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Employment History

Administrative Officer

SHAMSUL ULAMA ISLAMIC & ARTS COLLEGE, ALAPPUZHA | 2020 - 2023

- Managed employee records, Coupa requests, and ERP ordering processes, ensuring accurate invoice generation and operational efficiency.
- Coordinated meetings, prioritized tasks, and facilitated stakeholder communication to align tasks and enhance communication efficiency.
- Prepared, published, and maintained comprehensive reports and analyses for management, aiding decision-making and strategic planning.
- Updated and maintained files, documentation, and databases, adhering to company policies and ensuring confidentiality.
- Facilitated seamless interdepartmental communication, supporting operational planning and execution.
- Provided comprehensive administrative support, managing schedules, coordinating daily operations, and overseeing timekeeping, attendance, and leave schedules.
- Acted as a reliable backup during peak periods or absences, ensuring continuity within the department.
- Handled inquiries and correspondence, providing excellent customer service to both internal and external clients.
- Assisted in organizing company events, meetings, and conferences, including booking venues, arranging catering, and preparing materials.

Security Supervisor

SPARK SECURITY SERVICES LLC, ABUDHABI | 2023 – TILL NOW

- 1. Security operations and management
 - Surveillance and monitoring
 - Access control and security protocols
 - Emergency response and crisis management
 - Team leadership and supervision
 - Ability to work under pressure and make quick decisions
 - Strong analytical and problem-solving skills
 - Ability to maintain confidentiality and handle sensitive information
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Education

BA English Language & Literature

Rabindranath Tagore University, Madhya Pradesh | 2022 - 2024

Bachelor of Commerce

Kallinga University, Raipur | 2017 - 2020

Diploma in Counseling Psychology

TSSR Govt of India | 2022

Diploma in Arabic Language

NCPUL Govt of India | 2020 - 2022

Diploma in Urdu Language

NCPUL Govt of India | 2020 - 2021

Languages

- English (Fluent)
 - Arabic (Intermediate)
 - Hindi (Fluent)
 - Malayalam (Fluent)
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References

Muhammed Ali

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