

Karishma Kamal



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Dubai – UAE

CAREER OBJECTIVE

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company.

Emphasizing work History:

Company : **Boost Lubricants LLC Sole prop.**
Designation : Finance Assistant
Duration : November 2021 - present

Company : **Delma Royal Building Material Trading LLC**
Designation : Administration Assistant
Duration : November 2011 to 2021

Responsibilities

- ✓ Typing inquiries, quotations and Lpo's. Assisting in purchase department.
- ✓ Typing documents such as correspondence, reports, drafts, memos, and emails.
- ✓ Opened, sorted, and distributed incoming messages and correspondence.
- ✓ Purchasing and maintaining office supply inventories, and being careful to adhere to budgeting practices
- ✓ Greeted visitors and determined to whom and when they could speak with specific individuals
- ✓ Recorded, transcribed and distributed minutes of meetings.
- ✓ Creating and modifying documents using Microsoft Office.
- ✓ Answer telephones and promptly and courteously assist clients and employees throughout the organization.
- ✓ Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- ✓ Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.

- ✓ Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- ✓ Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories.
- ✓ Provides information by answering questions and requests.
- ✓ Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- ✓ Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- ✓ Contributes to team effort by accomplishing related results as needed.
- ✓ Coordinating with other departments.
- ✓ Handling team as assistant team leader.
- ✓ Communicating with customers regarding new arrivals and existing products by telephone and e-mails.
- ✓ Maintaining customer's information for company data.
- ✓ Creating inventory reports.

Academic Qualification:

- **Graduation** – Bachelor of Science (BSC) from Vikram University Ujjain
- **HSC-** St. Thomas High Secondary School (CBSE) Mandsaur (M.P.)

Computer & Office automation Skills:

- Strong organizational, administrative and analytical skills.
- Excellent knowledge of Microsoft office (word, Excel, PowerPoint and outlook).
- An organized approach and excellent time management skills.
- Good communication skills.
- Ability to maintain confidentiality.
- The ability to work well as part of a team.
- Computer literacy and good typing skills
- A good level of English spelling and grammar.
- Accuracy and attention to detail.
- Ability to produce consistently accurate work even whilst under pressure.
- The ability to use my own initiative when matters need to be referred to a supervisor.

Personal Profile:

Full Name	:	Karishma Kamal
Date of Birth	:	10 th October 1980
Nationality	:	Indian
Languages	:	English and Hindi
Visa Status	:	Husband Visa
Marital Status	:	Married
Driving License	:	UAE driving license