



NIVED CHIRAKKAL

OFFICE ADMIN

CONTACT

+971 501002823

nivedraj1995@gmail.com

Al Zahra street, Near Central Post Office
Sharjah – UAE

PERSONAL SUMMARY

Proficient administrative assistant with over 3 years of office experience, specializing in administrative work, problem solving, planning and optimal assistance. Known for increasing productivity and relieving workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program or office filing system.

OBJECTIVE

A Office Admin is a controller responsible for the timely, accurate and efficient preparation and management of documents, and control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or department.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

WORK EXPERIENCE

- 2023 OFFICE ADMIN**
NAJMAT MADRID TECH.CONT.
Work with NA JMAT MADRID TECH.CONT. Manpower Construction Company Sharjah UAE till date.
- 2019 OFFICE ASSISTANT**
2022 NOOR AL BAHRAIN PLASTER & TILES CONT.
Worked with NOOR AL BAHRAIN PALSTER & TILES CONT. Manpower Supply Company in Sharjah UAE.

EDUCATION

- 2009 DIPLOMA**
2012 MECHANICAL ENGINEERING
All India Technical Education Department
- 2011 BOARD OF HIGHER SECONDARY**
2013 COMMERCE
Board of Higher Secondary Examination Government of Kerala India.
- 2010 GENERAL EDUCATION DEPARTMENT**
2011 HIGH SCHOOL
General Education Department of Kerala.

SKILLS

MS Excel
MS Word
Customer Relation
WPS Note Pad
Data Entry
Good Communication Skill

