

GIRISH K.B

ADMIN ASSISTANT

OBJECTIVE :

I am a dedicated and detail-oriented administrative assistant, i have 5 years of experience with excellent organizational skills and a strong ability to multitask. With a proactive approach and a keen eye for accuracy, I thrive in managing various administrative tasks efficiently. My excellent communication skills, both written and verbal, allow me to effectively interact with colleagues and stakeholders at all levels. I am a reliable team player who is adaptable to changing priorities and deadlines, always maintaining a positive attitude. As an administrative assistant, I am committed to maintaining confidentiality, delivering high-quality work, and providing exceptional customer service



WORK EXPERIENCE

ADMIN ASSISTANT [07/2021 – TILL PRESENT]

GULF INDUSTRIAL SERVICE COMPANY

Abu Dhabi | Country - United Arab Emirates

- Provide administrative support, including document preparation, data entry, and filing.
- Coordinate communication and act as a liaison between the department and stakeholders.
- Doing additional roles whenever required by the team.
- Prepare, review, and process of all invoice including manpower & materials
- Maintain records, manpower Timesheets ,track information, and generate reports.
- Assist in managing office supplies, equipment, and inventory.
- Track the mobilization & demobilization of employees and update the report
- Identify and resolve administrative issues, and suggest workflow improvements

ADMINISTRATIVE ASSISTANT [05/2019 – 07/2021]

AL MARIAH UNITED GROUP

Abu Dhabi | Country - United Arab Emirates

- Provide general administrative support, including document preparation and filing.
- Prepare Employees Time Sheets and Overtime Sheets.
- Experience in setting up & Operating the CAFM system.
- Maintain accurate records and filing systems.
- Manage office supplies and equipment.
- Handle correspondence and communication.
- Organize and support meetings.
- Identify and resolve administrative issues, improve workflow efficiency.

STORES ASSISTANT [01/2017 – 06/2017]

ETIHAD AIRWAYS

Abu Dhabi | Country - United Arab Emirates

- Receive, inspect, and record incoming stock accurately.
- Organize and maintain inventory, ensuring proper storage.
- Assist in issuing stock to relevant departments.
- Conduct regular stock checks and generate reports.



CONTACT



(+971) 523479228



girishbnair93@yahoo.com



<http://www.linkedin.com/in/girish-k-b-65b262152>



Building No : 97,shabiya - 11,
Abu Dhabi, United Arab Emirates

EDUCATION

Graduation Certificate in BSC Electronics And Communication Systems

Ajk Collage Of Arts And Science,
Bharathiyar University, Kerala, India

[07/2010 – 03/2013]

Higher Secondary School Certificate

karimpuzha HSS, Kerala, India

[07/2008 – 10/2010]

Secondary School Leaving Certificate

MES HSS, Mannarkkad, Kerala, India

[07/2007 – 03/2008]

LANGUAGES

- Malayalam - Native Proficiency
- English - Full Professional Proficiency
- Hindi - Working Proficiency
- Tamil - Working Proficiency

BRANCH ACCOUNTANT [2018 – 2019]

A.M. WINGS HONDA

Kerala | Country - India

- Responsible for daily Cash Collection, Deposit, and Tally it.
- Experience in Inventory creation on tally software.
- Handling Accounts, Pay Roll, Journal preparation.

OFFICE ASSISTANT [2016 – 2017]

PRINT HOUSE MAGIC SIGN

Kerala | Country - India

- Handling customers.
- Responsible for Cash dealing & Billing
- Supporting Office activities

MACHINE OPERATOR [2015 – 2016]

SFO TECHNOLOGIES DIGITAL PVT.LTD

Kerala | Country - India

- Rectified several PCB board concerns through a series of diagnoses.
- Automated Optical Inspection (AOI) Machine.
- In-Circuit Testing (ICT) Machine

SKILLS

DIGITAL SKILLS

- [Microsoft Office Suite, Word, Excel, PowerPoint, Outlook] [Internet research]
- [Email management] [Data entry and database management] [Social media management]
- [File management and organization] [Online communication tools] [Online collaboration tools]
- [Digital document editing and formatting] [Familiarity with project management software]
- [Basic troubleshooting skills for technical issues] [hardware and software knowledge]
- [CAFM(computer-aided facility management system)]

CERTIFICATES

- ♦ C aims course, C-Aims accounting, Tally,peach tree, tata ex, Daceasy - Institute SSI

REFERENCE

References available upon request.

SOFT SKILLS

- Communication
- Empathy
- Compassion
- Active Listening
- Problem-Solving
- Critical Thinking
- Adaptability
- Time Management
- Teamwork
- Interpersonal Skills
- Leadership
- Stress Management
- Attention to Detail
- Professionalism

PERSONAL DETAILS

- Gender : Male
- DOB : 01/06/1993
- Nationality : Indian
- Marital Status : Married

I hereby confirm that all the above details given by me are true to best of my knowledge and belief. I am also confident that I will perform my duties and responsibilities to your satisfaction and to the growth of the organization

Kerala (India)