



RAJISHA KP

Office Administrator

✉ Rajishakp1998@gmail.com

☎ +971 528509646

📍 ABUDHABI

🧠 PROFESSIONAL SKILLS

- Performance Management
- Employee Relationship
- Office Procedures
- Empowering, Developing and customer operations
- Coordination

⚙️ CORE COMPETENCIES

- Ability to work in fast paced changing environment
- Manage stress, anxiety, and pressure associated with tight deadlines, heavy work load and emergency situations.
- Liaising with other departments.
- Working well with other employees.
- Gives constructive feedback to Managements.
- Organize and prioritize daily work; monitor progress against schedule and business demands

💻 COMPUTER SKILLS

- **Microsoft Programs**
Word | Excel | Power Pont

👤 PERSONAL INFO

Nationality : Indian
DOB : 18 Feb 1998
Visa Status : Visiting Visa
Passport No : S7872336

💬 LANGUAGE FLUENCY

English | Malayalam | Hindi

👤 ABOUT ME

I have the determination to learn new things from my seniors' counterparts and apply thinking from my past experiences, If I get a suitable opportunity I will take it in my stride and offer my best efforts in achieving the vision of my company and my goals. My strength being my hard work, commitment towards my work.

📁 WORK EXPERIENCE

• SNEHA CLINIC | KALLACHI - INDIA

Office Administrator

(2019 – 2020)

- Maintain office services by organizing office operations and procedures, preparing payroll controlling correspondence, designing filing systems, reviewing and approving supply requisitions and assigning and monitoring clerical functions.

• JOURNEYS WORLD RESERVATION | COCHIN - INDIA

Office Admin

(2020 – 2021)

- Support company operations by maintaining office systems and supervising staffs.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisition's and assigning/Monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer and disposal of records.
- Implementation of office policies.

📚 EDUCATION

• DIPLOMA IN AVIATION

(Airport Management in Airosis collage – Kannur)

• BACHELOR OF BUSINESS ADMINISTRATION WITH AVAIATION

(Bengaluru Central University)