

SANU KABEER

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Karama,Dubai.



Profile

Seeking a challenging and responsible position in an enterprising organization where opportunities & skills and abilities can be efficiently utilized and achieve professional experience in a esteemed progressive organization.

Education Qualification

SSLC : JOHN MEMORIAL HIGH SCHOOL, BHARANICAVU, YEAR-2004 (45%)

PLUS 2 : K.P.S.P.M VHSS EAST KALLADA, YEAR-2007(62%)

**BCA : COMPUTER GRADUATE
BHARATIYA GURUKULA VIDHYA PEEDOM
UNIVERSITY YEAR-2010(60%)**

Work Experience

- ❖ **OFFICE ADMINISTRATOR, GRAND PRIME STAR GROUP , DUBAI. (18/08/2018 - 10/02/2020)**
- ❖ **OFFICE ASSISTANT , The Leela Group, Kerala, India (04/02/2011 – 12/08/2017)**

Duties & Responsibilities

- Assists office Staff in maintaining files and database
- Prepares reports, presentations, memorandums, proposals and correspondence
- Assigns jobs and duties to office staff as needed
- Monitors office operations
- Schedules appointments and meetings for executives and upper level staff
- Serves as the go to for office inquires and conflicts
- Manages staff schedules
- Tracks office supply inventory and approves supply orders
- Assists in the preparation of department budgets and expenses
- Supervise all administrative personnel
- Excellent oral and written communication skills
- Detail oriented and works with high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self-directed and able to complete projects with limited supervision
- Maintain staff confidentiality
- Working knowledge of email, scheduling, spreadsheets and presentation software
- Coordinating with Sales Team

Declaration

I hereby declare that the above given information are correct to my best of knowledge and belief.

SANU KABEER

Personal Details

Date of Birth : 30.05. 1988
Gender : Male
Nationality : Indian
Languages : English, Hindi, Malayalam
Marital Status : Single
Visa Status : Visit Visa

Passport Details

- ❖ Passport No : U2362110
- ❖ Date of Issue : 14/12/2020
- ❖ Expiry Date : 13/12/2030
- ❖ Place of Issue : Trivandrum

SKILLS

Document Controller • Windows XP • Internet Client Relationship •Customer service
HR Operations •Administration• Software Programming• Software installation
•Software updating• Technical support • Trouble shooting •MS Office

PERSONAL SKILLS

Comprehensive Problem Solving Abilities, Excellent Verbal and Written Communication Skill, Willingness to Learn, Team Facilitator.

Hark working, Energetic, Quick Learner, Self-Management, Multi-Talented, Punctuality, Flexibility.