



SIDDIQ SHAN A N
(OFFICE ADMINISTRATOR)

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Objective

Proactive Office Administrator with 9 years of overall experience and 2 years of recent UAE experience managing office operations in fast-paced, deadline-driven environments. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy, and achieve organizational objectives. Skilled at working effectively with different departments to coordinate information and resolve problems. Seeking a renowned company with a spot for Office Administrator to utilize my technical and creativity skills to meet the demands of the organization and for a successful career.

Professional Summary

- Ability to manage multiple commercial processes.
- Ability to evaluate tasks and suggest improvements.
- Ability to prioritise workload; work effectively under pressure and to tight deadlines.
- Ability to present, discuss and propose at a senior level.
- Superior time management skills and strong attention to detail.

Skills

- MS Excel, Word, PowerPoint.
- Adept in ASAP Software & Acrobat PDF

Education

- Diploma in Health Inspector
Kerala University
Trivandrum, Kerala, India

Work Experience

- Company:** TRIVANDRUM INTERNATIONAL AIRPORT
Designation: OFFICE ADMIN – KERALA HEALTH DEPARTMENT
Period: June 2019 – Present.

Work Profile:

- Administer and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy
- Developed and implemented a well-organized filing system and introduced effective scheduling techniques, which increased productivity by 15%
- Error free data entry of all PCR Patients in system
- End-to-end payment processes and single point contact for patient concerns such as PCR reports not received, etc.
- Front desk responsibilities as call handling, courier coordination, email management & team communications.

2. **Company:** KUNNUKARA PRIMARY HEALTH CENTRE
Designation: OFFICE ADMIN – KERALA HEALTH DEPARTMENT
Period: May 2017 – May 2019.

Work Profile:

- Work efficiently with limited direction and manage confidential information.
- Drafting articles and write-ups for magazines & prints
- Control of all key Documents and coordinate for contract renewals of verticals & branches.
- Coordinate with all departments for reports and prepared necessary presentations.

Personal Details

Date of Birth	4th May 1994
Gender	Male
Address	ANS Manzil, Daivappura (P.O), Trivandrum, India, Kerala
Nationality	Indian
Marital Status	Unmarried
Languages Known	English, Hindi, Malayalam & Tamil
Visa Status	Visit Visa

Declaration

I, Siddiq Shan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.