

AFROOS SHAHANA PALLI KUNNATH



Committed and motivated Administrative Assistant with exceptional customer service and decision-making skills. Strong work ethic, professional demeanour and great initiative. Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

✉ afrozshabid22@gmail.com

☎ +971581022541

📍 Ummu Al qwain , UAE

🚩 Indian

🚗 Visa status: spouse visa
(2024-2025)

WORK HISTORY

August 2019 to September 2023

Assistant

Dental Clinic, Calicut, India

- 3 years work experience in assistance.
- Handled various day-to-day admin responsibilities to maintain smooth business operations.
- Assisted managers in compiling and organising materials for meetings.
- Received, sorted and distributed incoming mail, telecaller duties
- operating office equipments
- maintained good communication with clients
- skilled in counseling and giving education to patients about procedures.
- basic skills acquired in information technology and accounts.

LANGUAGE

- fluent in English PTE-overall 53(Oct-2023)

SKILLS

- Mail management
- Accounting support
- Microsoft Office proficiency
- Documenting patient information
- Dedicated team player
- Strong interpersonal skills
- Professional and mature
- Medical terminology
- Multitasking and prioritisation
- Customer Service
- Excellent telephone manners
- Stock counting

EDUCATION

August 2017 to February 2019

B VOC IN DIALYSIS TECHNOLOGY

Iqra Academy, Calicut

- Graduated with Distinction
- UGCA 7.5