

M.L. AMRU MITHLAJ

Applying Position of Office Administrator and Document Controller

To pursue a career in a reputed organization in a challenging environment that would enable me to utilize my knowledge gained in many field, leading to self-development and career advancement. My intention is to serve the organization concerned, with commitment whilst enhancing my career.



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☎ 0547170155

📍 Al Satuwa, Dubai, UAE

📅 23 June, 1997

EDUCATION

GCE Ordinary Level

Institution/Place of Education

2013

Sri Lanka

GCE Advance Level

Institution/Place of Education

2016

Sri Lanka

SKILLS

Time Management

People's Skills

Multitasking

Self-motivation

Customer Service

Leadership

Communication

Network Security

WORK EXPERIENCE

Admin Clerk

Hemas com PVT LTD

02/2021 - 02/2022

Sri Lanka

Achievements/Tasks

- Communicate with managers to coordinate schedules
- Prepare essential documentation, including memos, reports, and other forms of communication
- Act as the organizational receptionist and receive calls and guests
- Maintains and organizes meeting schedules
- Communicate regularly with staff to help procure needed items

Administrative Assistant

Dialog Axista PVT LTD

01/2020 - 01/2021

Sri Lanka

Achievements/Tasks

- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Submit and reconcile expense reports
- Provide general support to visitors

Customer Care Officer

Dialog Axista PVT LTD

04/2019 - 01/2020

Achievements/Tasks

- Manage appointments, enquiries or complaints from customers or clients.
- Accurately and efficiently address any issues or disputes with customers.
- Complete administrative duties such as data entry, order processing and follow up calls.

VISA STATUS

Visit visa (Expire date 02/07/2022)

CERTIFICATE

Successfully Completed 1 Year Diploma in Information Technology Conducted by ICBT Campus

LANGUAGES

Tamil

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Malayalam

Professional Working Proficiency

INTERESTS

Travel

Community Service

Outdoor Service

Playing

Music