



SHAROON K

Anupama Nivas Nadangal Paramba
Nellikode P.O Kozhikode 673016, India
673016

+919447525374

sharoonkuniyil218@gmail.com

PROFESSIONAL SUMMARY

Dedicated Office Assistant with over 4 successful years of clerical experience in busy office environments achieving superior levels of administrative effectiveness. Excels in telephone support and greeting arriving visitors. Strong knowledge of Microsoft tools and history of achieving high data output.

Hard-working office assistant with strong organisational skills. Achieves company goals through exceptional planning and prioritisation.

SKILLS

- Self-directed
- Database maintenance
- Excel proficiency in Microsoft tools
- Office staff leadership
- Data entry
- Office administration
- Social media knowledge

WORK HISTORY

OFFICE ASSISTANT, 01/2018 - Current

Ecrafftz Info Solutions LLP, Kozhikode, India

- Managed day-to-day admin, including file organisation, spreadsheet development and report writing.
- Maintained office files for reliable reference, including electronic and hard copies.
- Greeted guests and clients with warmth and professionalism.
- Coordinated content for company website and social media channels.
- Enhanced operational processes using technology and automation.

EDUCATION

Madurai Kamaraj University, Tamilnadu, India, 05/2018

Foundation Degree of the Arts: History

St. Joseph's Boys' Higher Secondary School, Kozhikode, India, 06/2012

Plus two : Humanities