



[AMEENA SUHARA](#)
ADMINISTRATIVE ASSISTANT
Dubai
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Email: Amenaammu002@gmail.com

To work within a dynamic and rewarding environment that will avail me an opportunity to utilize my acquired skills and apply my knowledge and lead to self-actualization and personal growth, with 6 years' experience in Administrative assistant with managing business office functions and providing executive support to managers ,clients and also Quality controller in FMCG Companies. I am ready to work both independently and as a member of a team, utilizing the skills acquired during my course and experience.

WORK OF EXPERTCE:

Managing office stock ,Preparing regular reports such as expenses and office budgets and organizing company records, Enforce all company safety rules.

SKILLS

- Teamwork skills
- Record keeping
- Problem solving
- Communication (Oral and written)
- Data entry & spreadsheets
- Office coordination
- Time management
- E mail management
- Event coordination
- Interpersonal skills
- Expense reports
- Outlook & MS office skills

Technical experience:

| Company Name | Designation | Period |
|--|-----------------------------------|----------------------|
| NOOR AL NAJAH LANGUAGE TRAINING INSTITUTE, Dubai | Admin assistant cum Teacher | Feb 2022 to present |
| OCEAN DRINKING WATER, Dubai | Supervisor and Quality controller | 2021 to Feb 2022 |
| MK PRODUCTION PACKAGED WATER | Admin and Executive assistant | Aug 2018 to Nov 2021 |
| ELITE FOODS PVT LTD | Food inspector and HR Assistant | May2016 to July 2018 |

1.NOOR AL NAJAH LANGUAGE TRAINING INSTITUTE

- Preparing resources for lessons up to grade12 and recording people progress.
- Performed clerical tasks such as photocopying, faxing and scanning, data entry.
- Answer phone calls, schedules meetings and supports visitors.
- Support team by performing tasks related to organization and strong communication.
- Exhibits polite and professional communication via phone, e-mail.
- Contributes to team effort by accomplishing related results as needed.
- Provides information by answering questions and requests and administrative support.
- Makes travel arrangements for senior staff such as booking flights, cars and hotel or restaurant reservations.

2.OCEAN DRINKING WATER

- Responsible for the quality-controlled aspects of both quality controlled and finished products.
- Maintain complete and accurate employee files including information that is confidential and keeping track of new employee records.
- Ensure all check sheets are correctly completed and all non-compliance found had the correct action taken and signed off.
- Light accounting work such as check requests, purchase orders, approvals and invoice payment, communication with vendors. Regarding purchase orders and returns.
- Assisted with developing and updating documents such as standard operation procedures, training manuals .

3. M.K PRODUCTIONS PACKAGED DRINKING WATER AND SOFT DRINKS MANUFACTURERS

- Calibration of daily balances and instrumentation including PH meter, Potentiometer titration
- Tested water for microorganisms and other chemicals during water processing.
- Ordering lab supplies, outside testing and equipment maintenance.
- Communicate with outside laboratories on correct pricing, sample result update and certificate of analysis.
- Quality evaluation of raw materials finished and packaged materials.
- Isolation and identification of food borne pathogen, interpretation of results and record keeping.
- Conduct training for staff and workers (HACCP norms)
- Respond to a high volume of incoming telephone calls and behalf of the group CEO replied, actioned, and maintained as appropriate.
- Supported accounting with cost control, monthly cost analysis reporting.

4. ELITE FOODS PVT LTD

- Coordination within each department and division in respective managers and management of operational excellence.
- Attended customer calls and coordinated orders and deliveries.
- Assisted with day-to-day company safety operations of the HR functions, GMP behavioral duties and help grow the food safety culture.
- Verify and physically check the inventory at different locations.
- Review internal and external candidate applications and coordinate interviews with appropriate department and section heads.
- Requesting new office equipment, stationery, and other admin management.

PERSONAL PROFILE:

- Date of Birth : 27/01/1993
- Father Name : ABDUL AZEEZ
- Languages : English, Hindi, Malayalam
- Nationality : Indian
- Passport No. : P9545921
- Visa Status : Visit Visa
- Current location : Dubai
- Marital status : Married

DECLARATION:

I hereby declared that all the details furnished above are true to the best of my knowledge.

AMEENA SUHARA