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Block 12, Abu Dhar Al Ghaffari Street, Salmiya.



## OBJECTIVE

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To be associated with a progressive organization that gives me the scope to apply my knowledge and skills developed through my education and to be part of the team that dynamically works towards the growth of the Organization and self.

## CAREER DETAILS

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Administrative Assistant with relevant experience preparing flawless presentations, assembling facility reports and maintaining schedules. Possess extensive expertise in Microsoft excel.

## WORK EXPERIENCE

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**Administrative Assistant, Build Max Builders and Developers. (Jan 2018- June 2018)**  
Kannur, Kerala, India.

- Manage contracts and associated documentation.
- Producing regular reports and statistics on a daily, weekly and monthly basis.
- Maintains up to date records and archives for all round transparency and reference.
- Spontaneous follow up and feedback on operational developments, ensuring client satisfaction.
- Ensure all data entered in the system is accurate and up to date.
- Furnishes the line Manager with reports regularly.
- Coordinate and arranging external and internal meetings, and ensure all relevant background material is provided.
- Managed travel and expense reports for managers and team members.

- Provide direction/assistance for any problems or questions that may arise with clients, management, construction and outside vendors
- Recorded, transcribed and distributed meeting minutes.

## EDUCATIONAL QUALIFICATION

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- **MBA in HR (2023)**  
Indira Gandhi National Open University
- **Bachelor Degree in English (2018)**  
Annamalai University.
- **Senior secondary (science) (2014)**  
CBSE Board with 89%.
- **Secondary (2012)**  
CBSE Board with 95%.

## SKILL SET

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- MS Office suite.
- Good verbal and written communication skills.
- Fluent in English.
- Mathematics.
- Done project report on "A STUDY ON STRESS MANAGEMENT AMONG NURSES"
- Knowledge about SPSS software

## STRENGTHS

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- Good leadership qualities.
- Active organizer.
- Time management skills.
- Self-motivated.
- Fast learning skill.
- Optimistic, quench for knowledge, achiever.
- Excellent interpersonal skills, ability to work well with others, in both supervisory or development staff roles.
- Ability to respond to pressure and meet deadlines.

## PERSONAL PROFILE

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Father's Name	:	A.P.K Koya.
Date of Birth	:	26-12-1995
Sex	:	Female
Nationality	:	Indian
Visa Status	:	Visa article No 22
Civil ID NO.	:	295122601921
Passport No.	:	B8949469
Linguistic Ability	:	English, Hindi, Malayalam, Arabic (Read &Write).

## REFERENCE

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Available upon request.