

MAJEEDU HAJA MOHIDEEN

43rd Street, Rashidiya 2, Ajman

Visa Status : Visit
Contact : +971 555631398
Email : amhajashi@gmail.com



OBJECTIVES

Dedicated Office Administrator with 9 years of experience providing exceptional support in various office settings. Proficient in managing administrative tasks, including scheduling, reception, and documentation, while maintaining a high level of organization and attention to detail. Adept at collaboration with cross-functional teams and handling multiple priorities simultaneously. Committed to enhancing office efficiency and streamlining processes to ensure smooth operations.

SUMMARY OF EXPERIENCE

- ❖ Human Resources Assistant in Asiri Hospital, Colombo, Sri Lanka (3 Years)
- ❖ Administrative Assistant in Automated Technologies, Colombo, Sri Lanka (2Years)
- ❖ Data Entry Clerk in Asian Manpower, Colombo, Sri Lanka (2 Years)
- ❖ Office Assistant in ESOF Metro Campus, Colombo, Sri Lanka (2 Years)

EDUCATIONAL QUALIFICATION

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|-------------------------------------|---------------------------------|
| ❖ Bachelor of Science | Magister University, Costa Rica |
| ❖ Diploma in English | Aquinas College, Sri Lanka |
| ❖ Diploma in Information Technology | TCS IT Center, Kandy, Sri Lanka |

SKILLS

- ❖ Organisation and time management
- ❖ Multitasking
- ❖ Customer service
- ❖ Data entry and bookkeeping
- ❖ Good Communication and Interpersonal skills
- ❖ Flexibility and Adaptability

REFERENCES

- ❖ Available upon request

PERSONAL DETAILS

- ❖ Passport Number : N6745446
- ❖ Civil Status : Married
- ❖ Date of Birth : 01 November 1988
- ❖ Nationality : Sri Lankan