

ASHIFA

Library and Office Assistant



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📍 Sharjah, United Arab Emirates

EDUCATION

Master of Computer

Application-2016-2018

(Anna University)

Bachelor of Computer

Application-2013-2016

(Bharathidasan University)

KEY SKILLS

- Data Analytics
- Database system
- Web Technologies
- Library Management Software (E.g., Phoenix)
- Budgeting and Financial Management
- Office Software
- Supervision and Staff Development

ACHIEVEMENTS

University Rank holder

Anna University, 2018

13th Rank PG Degree

Employee of the month- March 2018

GEMS Cambridge

International Private School.

SUMMARY STATEMENT

Reliable and organized Assistant with 3+ years of experience providing administrative and customer service support in both office and library settings. Skilled in scheduling, data entry, recordkeeping, and using office software and library management systems. Strong communication skills and attention to detail, with a focus on ensuring smooth daily operations and delivering excellent support.

EXPERIENCE

Library and Office Assistant at Cambridge International Private School, Sharjah (March 2023 – Present)

- Provided exceptional customer service by assisting library patrons with book selection, checkouts, and research inquiries.
- Utilized library management software for cataloging, inventory management, and ensuring books were organized and easy to locate.
- Assisted with administrative duties such as data entry, filing, and maintaining records for both office and library systems.
- Assisted in inventory management and shelf organization, ensuring the library collection was well-maintained and accessible.
- Coordinate the delivery of books to departments and classrooms.
- Prepared and submitted monthly reports to management, including book borrow and return analysis and operation metrics.

Administrative Assistant at Thirvai Medi Center

Tamilnadu (JAN 2022 – DEC 2022)

- **Appointment Scheduling:** Scheduled and confirmed patient appointments, ensuring efficient use of physicians' time and optimizing patient flow.
- **Insurance Verification:** Worked with insurance companies to verify patient coverage, processed claims, and ensured the accuracy of information provided.
- **Front Desk Operations:** Managed patient intake, answered phones, directed patient inquiries, and maintained a professional and welcoming environment.
- **Handled Office Supplies:** Managed inventory of office and medical supplies, placing orders as necessary, and ensuring stock levels were maintained.
- **Managed Patient Records:** Handled the filing, organization, and updating of patient medical records, ensuring confidentiality and compliance.