



Hasna Usman

Al Nahda - Dubai

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Passport No: C4067069 | Visa Status: Spouse Visa

Motivated and detail-oriented graduate with strong organizational, communication, and multitasking skills, seeking an entry-level administrative position. Adept at handling office tasks, supporting team operations, and maintaining professional communication. Eager to contribute to a dynamic team and grow within an administrative environment.

Professional Experience

Sudharma Poly Clinic

01/24 - 01/25

Administrative Assistant

- Streamlined daily office operations, improving efficiency and reducing delays
- Maintained accurate records and confidential files with high attention to detail
- Prepared official letters, reports, and documentation in a timely and error-free manner
- Worked with MS Office tools like Word, Excel, and PowerPoint for documentation and reports
- Responded professionally to calls, emails, and front-desk queries, ensuring client satisfaction

Al Madeena Hospital - Vallapuzha

01/23 - 01/24

Administrative Assistant

- Managed day-to-day office operations, ensuring smooth and efficient workflow
- Prepared official documents, reports, and letters using MS Word and Excel
- Maintained accurate filing systems and confidential records save records management
- Handled phone calls, emails, and in-person inquiries with professionalism and courtesy
- Welcomed visitors and directed them appropriately, maintaining a friendly front-desk atmosphere

Education

Nila Institute of Paramedical Science

01/22 - 01/24

Diploma in Medical Laboratory Technology

Suresh Gyan Vihar University

01/23 - 01/25

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Languages

- English
- Hindi
- Arabic
- Malayalam

Key Skills

- Appointment Scheduling
- Data Entry & File Management
- Communication & Interpersonal Skills
- Front Desk & Phone Handling
- MS Office (Word, Excel, PowerPoint)