

FATHIMATH MUBASHIRA

Administrative Support

Highly organized administrative support with 2 years of experience in managing administrative tasks, including scheduling, correspondence, data entry, and office supply maintenance. Proficient in Microsoft Office Suite and various management tools, with strong attention to detail, communication skills, and the ability to multitask in fast-paced environments. Committed to enhancing office productivity and ensuring smooth workflow

SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Goal oriented

Problem Solving Ability

Attention to detail

Adaptability and Flexibility

WORK EXPERIENCE

Administrative Support | April 2022 – May 2024

DDC LABORATORY, KASARAGOD, KERALA, INDIA

KEY RESPONSIBILITIES

- Communicating lab needs to other administrative departments (purchasing, HR, etc.).
- Answering phones and managing correspondence (emails, letters, etc.).
- Scheduling appointments, meetings, and lab sessions
- Managing the calendar for lab staff or supervisors.
- Maintaining filing systems for records, reports, and data.
- Ensuring the proper storage of materials according to lab requirements
- Keeping track of expiration dates for chemicals and reagents.
- Assisting in the creation of lab reports or summaries of research finding
- Ensuring that health and safety regulations are followed in the lab
- Assisting in scheduling lab visits or coordinating with suppliers and contractors.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.



CONTACT INFORMATION

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Dubai, UAE

EDUCATION

B.Sc. MICROBIOLOGY | 2021

- Khansa Women's College for Advanced Studies, Kumbala,
- Kannur University

HIGHER SECONDARY | 2018

- Board of Higher Secondary Examination, Kerala, India
- Navajeevana higher secondary school, Badiadka

ADDITIONAL QUALIFICATION

- DHA certified

AREAS OF EXPERTISE

- Administrative Skills
- Lab Equipment Maintenance
- Database Management
- Team Collaboration
- Customer Service
- Supplier Coordination

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & Email	★★★★★

LANGUAGES

English	<div style="width: 100%;"></div> 100 %
Malayalam	<div style="width: 100%;"></div> 100 %
Hindi	<div style="width: 70%;"></div> 70 %

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 18/02/2000
Nationality	: Indian
Marital Status	: Married

PASSPORT & VISA DETAILS

Passport Number	: X2709787
Date of Expiry	: 13/02/2034
Place of Issue	: Kozhikode
Visa status	: Residence visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

FATHIMATH MUBASHIRA