



Alka. B

Administrative Assistant

Enthusiastic and flexible professional eager to contribute in a dynamic work environment. Possessing a strong foundation in effective communication, interpersonal skills, and Microsoft Office, I am seeking opportunities to apply my problem-solving, analytical, critical thinking, and teamwork skills to drive positive outcomes. Proactive and quick to learn, I bring a commitment to excellence, a collaborative mindset, and a passion for growth. Open to diverse roles and eager to contribute effectively to a team's success.

Contact

Phone

+971 50 651 1204

Email

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Address

Dubai, UAE

LinkedIn

www.linkedin.com/in/alka-baburaj

Expertise

Microsoft Office

- Advanced Excel
- Word
- Power Point

Skills

Communication skills

Administrative Support

Multi - Tasking

Data Entry

Interpersonal Skills

Filing System Management

Advanced Excel Proficiency

Time Management

IT Skills

Organization

Adaptability

Project Management

Technology Integration

Problem Solving

Executive Support

Customer Service

Technical Writing

Effective Task Execution

Teamwork

Experience

○ 02/2024 - 09/2024

Pinnacle International General Trading, Dubai, UAE

Prominent trading company specializing in local and international import and export operations, ensuring efficient supply chain management and high customer satisfaction.

Admin Assistant

- Processed 30-50 invoices daily, ensuring accurate and efficient data entry into the system.
- Managed filing systems to maintain organized and easily accessible records.
- Provided comprehensive administrative support, including scheduling, documentation, and email correspondence.
- Answered company telephone, set appointments, operated office equipment including typing, photocopy, scanner, and printing machines and professionally represented the company.
- Oversaw office supplies, including inventory management and timely ordering.

○ 01/2023 - 07/2023

OneCity Technologies- Mangalore, Karnataka, India

A Leading Digital Marketing firm having client bases in different areas of the market - Industrial, healthcare units, etc.

Receptionist cum Content Writer

- Prepared daily and monthly reports.
- Provided excellent customer service that received positive feedback from clients.
- Created project lists in Excel to regularly monitor updates, milestones, and work progress.
- Compiled and generated spreadsheets containing client information: sorted, filtered, arranged data, and imported data from text files.
- Identify inaccuracies by comparing documents with the data source, and editing and re-entering the data in verified format.
- Prepare articles, website content, reports, and presentations using Microsoft Excel, Word, and PowerPoint.
- Assisted with basic office tasks, printing, data entry, and documentation.
- Attended and scheduled meetings.

○ 03/2022 - 04/2022

Naxeva Technology, Bangalore, Karnataka, India

A company deals in digital transformation, consulting, and software development in Bangalore, India

Internship

- Prepared daily reports to analyze projects.
- Developed objective-type verbal ability questions using Microsoft Excel, as a working module within reusable environments
- Attended meetings and helped with office duties.
- Corresponded with the internal team via email.

Language Proficiency

English - Advanced

Hindi - Fluent

Malayalam - Native

Kannada - Intermediate

Tamil - Intermediate

Personal Info

- Nationality : Indian
- Gender : Female
- DOB : 26/08/1999
- Marital Status : Single
- Visa Status : Visit Visa

Education

2022

MA in English

St Agnes College, Mangalore, Karnataka

CGPA : 6.79

2020

BA in English, Journalism, Political Science

St Agnes College, Mangalore, Karnataka

CGPA : 5.46

Courses and Certificates

- Completed Advanced Microsoft Excel course from Sree Sankaracharya Computer Centre.
- Achieved certificate in Advanced Excel with an A+ grade from Winstud Academy which included learning advanced Excel functions, formulas, and features.
- Completed online course on Business Analytics with Excel: Elementary to Advanced offered by Johns Hopkins University through the Online learning platform Coursera.
- Completed English for Career Development course authorized by the University of Pennsylvania offered through Coursera.

Accomplishments

- Organized and volunteered for a social cause "Locks of Love" which helped use hair donations to make wigs for children with hair loss.
- Participated in the Inter-Collegiate Youth Parliament Competition.
- Attended the 50th International Film Festival of India.
- Organized National-level short film fest.
- Volunteered as a fundraiser for relief efforts of the underprivileged impacted by the COVID-19 pandemic under the non-profit organization Tare Zameen Foundation.

Research Experience

Research project, English Department, St. Agnes College, Mangalore, India

June 2022 - August 2022

- Submitted research paper on the topic "Neo-Hinduism": Reforms, New Concepts of God and Religion in Selected Works of Bankim Chandra Chattopadhyaya.
- Researched and analyzed the primary works of Bankim Chandra Chattopadhyaya during the period of Neo-Hinduism.

Reference

Will be provided upon request.