

# ABRAHAM RAJ P

## PROFESSIONAL SUMMARY

Enthusiastic and detailed oriented office administrator with 5 years of experience providing administrative support and using expert knowledge of office management to boost office productivity and efficiency.

## CONTACT

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## WORK HISTORY

**Office Administrator, 07/2020 to 08/2024**  
**Power India Electricals - Kochi, India**

- Provided administrative support to the people of the team.
- Performed routine clerical tasks such as mailing, faxing, copying, filing and scanning.
- Interacted with customers on daily basis to answer enquiries and provide a high level of customer service.
- Organising and scheduling meetings and appointments.
- Communicated effectively with teammates.
- Monitored and reordered office supplies, as needed.
- Led the team by creating a positive work environment through individual and team recognition.

**Assistant office admin, 06/2019 to 07/2020**  
**Power India Electricals - Kochi, India**

- Providing general support to junior administrative staff.
- Attending meeting, taking notes and distributing meeting minutes.
- Effectively managed time to accomplish goals and achieve final result.
- Maintained an organised system of documents and mails.
- Produced reports, presentations and briefs.
- Developed and maintained an organized filing system,improving document accessibility and overall office efficiency.

## SKILLS

- Administrative Skills
- Project Management
- Database
- Organisational Skills
- Team Work
- Data Entry
- Problem solving
- Attention to detail
- Microsoft office
- Time Management
- Communication
- Decision Making
- Preparing and Delivering Reports
- Troubleshooting

## LANGUAGE

**English**  
**Malayalam**  
**Hindi**

## EDUCATION

**Bachelor of Electrical and Electronics Engineering,**  
**06/2015 to 06/2019**  
**APJ Abdul Kalam Technological University**

**Indian School Certificate, 6/2014 to 03/2015**  
**Don Bosco Senior Secondary School, Vaduthala, Kochi**

**Indian Certificate of Secondary Education, 06/2012 to 03/2013**  
**Don Bosco Senior Secondary School, Vaduthala, Kochi**

## PERSONAL INFORMATION

**Title:** Office Administrator