



AYSHATH RAFIYA

OBJECTIVE

To keep the zeal of learning and candle passion to work hard aflame by being an efficient, an effective team member. Imparting my best and an honest services to an esteemed organization.

CONTACT

+97155 4883098
+97155 8407172
ayshathrafiya@gmail.com

PERSONAL PROFILE

Languages known -English, Malayalam (Native) and Hindi
Nationality – Indian
Marital status – Married
Visa status – Husbands Sponsorship

MY STRENGTH

Self Confidence
Adaptability to any working environment
Optimistic in my career
Capability and willingness to do hard work
Leadership quality

EDUCATION

Graduation In Microbiology From Mangalore University
Diploma in Airport Management
AISSCE & AISSE from CBSE Board

WORK EXPERIENCE

Sikologia Consultancy (Dubai, UAE)

Financial & Administration Executive

2010–2012

Center fresh Trading LLC (Dubai, UAE)

Administration Executive

2017–2019

Expo 2020 (Dubai, UAE)

Explainer and Coordinator

2020–2022

Do financial deals on behalf of the organization
Correspondence with bank on behalf of the organization
Provide administrative support to both staff & managers.
Directly report to the Management & coordinate with all departments.
File correspondence and other records.
Receive and process incoming and outgoing mails.
Do business correspondence on behalf of the organization.
Store and retrieve data on computers.
Prepare agendas / programs for meetings.
Handle clients' queries & redress their grievances
Entering order information into the company database
Optimize sales efforts and better identify potential customers
Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time

SKILLS

Strong time management and organizational skills.
Accurate data entry skills.
Hard worker and quick learner
Willingness to take initiative, flexible and adaptive approach in challenging situations

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Ayshath Rafiya
Dubai United Arab Emirates
+97155 4883098