

## CONTACTS

+974 7172 2293

rahnachakkampulli@gmail.com

Doha, Qatar

## SKILLS

Recruitment & Onboarding Support ·  
Customer/Student Service ·  
HR Administration ·  
Academic & Career Advising ·  
Digital Filing Systems ·  
Staff & Faculty Coordination ·  
Communication & Conflict Resolution.

## EDUCATION

**University of Calicut**  
Bachelor of Education  
2011 - 2012

**University of Calicut**  
Master's of Commerce  
2006 - 2008

**University of Calicut**  
Bachelor of Commerce  
2000 - 2003

**University of Calicut**  
Pre-Degree  
1999 - 2000

## CERTIFICATION

**DIPLOMA IN COMPUTER APPLICATION**  
ECIT, INDIA

**DIPLOMA IN MANUAL AND COMPUTERISED ACCOUNTING**  
EXCEL ACADEMY, INDIA

## LANGUAGES

ENGLISH

Proficient ●●●●●

# RAHNA CHAKKAMPULLI

TYPE OF VISA: WORK VISA QID: 28235677299 |  
PASSPORT NO. P3247024

## SUMMARY

Detail-oriented and versatile administrative professional with over 9 years of experience supporting operations in educational institutions, corporate offices, and coaching centers. Proven ability to manage office administration, provide academic and career advising, coordinate departmental functions, and support HR tasks including recruitment and employee records management.

## EXPERIENCE

**Administrative Assistant** Doha, Qatar  
Focus Uniform W.L.L 05/2025 - Present

- Managed daily administrative operations to support production, merchandising, management teams, organized documents related to purchase and sales orders, invoices, delivery notes, and production records.
- Coordinated with buyers, suppliers, merchandisers, and factory departments for smooth workflow and timely communication.

**Administrative Assistant** Malappuram, India  
CP Electrical 2021 - 2024

- Prepared and processed quotations, invoices, purchase orders, and service contracts, ensuring accuracy and timely delivery.
- Coordinated with suppliers and clients to schedule appointments, deliveries, and maintenance work.

**Advisor** Malappuram, India  
PSC Coaching Center 2017 - 2020

- Advised students on course selection, exam strategies, and preparation plans tailored to various PSC exams.
- Conducted orientation sessions and one-on-one counseling to motivate and support students throughout their preparation.

**Student Admin Assistant** Malappuram, India  
Capital Educations 2015 - 2017

- Provided daily administrative support for student enrollment, class scheduling, and teacher coordination.
- Maintained student records, attendance logs, and academic performance data with accuracy and confidentiality.

**Accountant** Malappuram, India  
Math's Minds Institute 2013 - 2015

- Assisted in the development of annual budgets for various departments.
- Prepared monthly, quarterly, and annual financial statements.

**Departmental Assistant** Malappuram, India  
Scholar College 2006 - 2008

- Prepared and delivered lectures, tutorials, workshops, and seminars to engage students effectively.
- Participated in faculty training programs and institutional initiatives to enhance teaching strategies.