

NASARUNNISA P

Administrative Assistant

Qatar | +974 72062267 | pnasarunnisa@gmail.com

SUMMARY

Highly organized Administrative Assistant with strong skills in office management, scheduling, and clerical support. Proficient in MS Office Suite, documentation, and maintaining efficient workflows. Known for attention to detail, strong communication skills, and ability to support executive teams effectively.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT
EXCELLENCE TRAINING CENTRE, QATAR

APRIL 2024 – FEBRUARY 2025

- Managed front office activities, student records, and schedules.
- Prepared reports, letters, and official documents.
- Coordinated with trainers, students, and management for smooth training operations.
- Supported HR and accounts departments in daily administrative tasks.
- Ensured proper documentation, filing, and stationery control.

EDUCATIONAL QUALIFICATIONS

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|--------------------------------------------------------------------------------|-------------|
| B.ED COMMERCE Calicut University | 2022 |
| MASTER OF COMMERCE Calicut University | 2019 |
| BACHELOR OF COMMERCE Calicut University | 2017 |
| HIGHER SECONDARY Board of Higher Secondary Examination, Kerala, India | 2014 |
| SSLC Board of Public Examination, Kerala, India | 2012 |

KEY SKILLS

- Office Administration & Management
- Scheduling & Calendar Management
- Document Preparation & Filing
- Communication & Interpersonal Skills
- MS Office (Word, Excel, PowerPoint, Outlook)
- Data Entry & Record Keeping

LANGUAGES KNOWN

- English, Hindi, Malayalam

PASSPORT DETAILS

- Passport No. : V5216283
- Date of Expiry : 29/12/2031
- Place of Issue : Kozhikode
- Visa Status : Changeable

PERSONAL DETAILS

- Gender : Female
- Date of Birth : 02/11/1996
- Nationality : Indian
- Marital Status : Married
- Permanent Address : Pooladan House
Kuttiyil Vaniyambalm PO, Malappuram Dist,kerala, India,
Pin: 679339

REFERENCE

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