**IDRAK HUSSAIN MEER**

19/2, ALAPURA MAIN ROAD INDORE.

Contact No : 9752155786,8461986786

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**CAREER OBJECTIVE** :-

I am hardworking,motivated and enthusiastic Administrative Assistant with a proven track-record in School administration,management,maintenance and marketing.Seeking the position where my administrative and organizational skills can enhance the effective working of the organization.I always strive to achieve the highest standard possible,at any given task and in any situation.I am accustomed to working in a challenging and fast paced environment.My objective is to bring success to the organization by employing effective supervision.

**ACADEMIC DETAILS** :-

Bachelor of Science in Microbiology (Sardar Vallabh Bhai Patel College Mandleshwar.)

61%

2009

Higher Secondary (Government Higher Secondary School Dhar.)

70%

2003

High School (Government High School Bagod.)

76%

2001

**EMPLOYMENT AND WORK EXPERIENCE** :-

The Bhavans Prominent School Indore.

Administrative Assistant.

June 2015 - January 2019.

**JOB RESPONSIBILITIES** :-

As an Administrative Assistant for this organization my responsibilities included,

Ensuring the office is tidy and organized at all times.

Improve the office filling systems.

Handling post and deliveries.

Taking messages and dealing with enquiries/concerns at all levels.

Taking care of all the marketing related activities.

Approval of supply requirements for the Housekeeping,Mess and other materials if necessary and to maintain minimum stock and cost control procedure for all materials.

Liaising with suppliers to order if any requirements.

provide effective administrative support to Manager.

Attend phone calls and met with public.

Supervise and train new employees.

Deal with parents and students in a courteous and professional manner.

Generating admissions.

Prepare work schedules and assign works for Housekeeping staff.

Organize, supervise and coordinate the work of Housekeeping staff on day to day basis.

Ensure safety and housekeeping practices.

Maintain regular inventory and checking of school building infrastructure, furnitures and equipments.

Ensure all the maintenance and repair works are done safely and perfectly.

Keep my boss up-to-date with all information and work.

All other reasonable duties as assigned.

**SKILLS** :-

Good communication skills.

Punctuality,Loyality.

leadership.

I am always looking to improve my skills as an Administrative Assistant and I am widely open to learn more to ensure myself continuous improvement.

**STRENGTHS** :-

Flexibility and Adaptability.

Focus in results.

Easy learner.

Critical Thinking : Decision making skills

Positive Attitude : Creating a positive work environment.

Be able to do other duties.

**HOBBIES** :-

Surfing the Internet.

Playing Cricket.

Reading Newspaper.

Gardening.

**PERSONAL STATEMENT** :-

Marital status - Married

Nationality - Indian

Languages known - Hindi and English

Date of birth - 08/06/1986

**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.

Date :

Place. :