



# ARCHA A S

## Office Administration & Documentation

I have been working as a documentation executive and having more than three years of working experience in data organization retrieving documents upon request and outlining a long term storage strategy familiarity with project management .obtain the documentation position I am able to contribute my skills knowledge and experience to a company that will give opportunity to develop my career.Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks.self-motivated work ethic with ability to perform effectively in independent or team environments.



### Phone

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### Email

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### Address

THRISSUR

## EDUCATION

### • I T I

Electronics Mechanic

Central Government of India

2013 - 2015

### • Diploma

Electronics & Communication  
Engineering

Kerala Technical University

2016 - 2019

## SKILLS

### PERSONAL SKILLS

- Team Work
- Leadership
- Integrity
- Loyalty

### PROFESSIONAL SKILLS

- Data Organization Skills
- Knowledge of Excel
- Ability to work independently
- Attention to Details
- Outlook

## MAIN DUTY PERFORMED

- Preparing and sorting documents for data entry
- Entering data into database software and checking to database software and checking to ensure the accuracy of the data that has been inputted
- Answering phone calls and forwarding calls to respective departments.
- Organizing and maintaining files and records and updating them when necessary .
- Responding to information request from authorized members
- Act as the point of contact among executives, employees,clients,and other external partners.
- Manage information flow in a timely and accurate manner.
- Rack daily expenses and prepare weekly,monthly,or quarterly reports.
- Format information for internal and external communication -memos E-mails, presentation,reports.
- Screen and direct phone calls and distribute correspondence organized and maintain the office filing system.
- Create spreadsheets to track important customer information and orders.
- Update customer information in a database.
- Type in data quickly and efficiently.
- Update data and delete unnecessary files.
- Maintain logbooks or records of activities and tasks.
- Scan documents into document into document management systems or databases

# PERSONAL INFO

**DOB** : 03/03/1996  
**Nationality** : Indian  
**Marital Status** : Married  
**Languages Known** : English, Hindi  
Malayalam  
**Passport Number** : W8837581

## FRONT OFFICE ADMINISTRATION

**Panarabia information system llc**  
[Jun 2021- Nov 2022 ] musaffah, abu dhabi

- Assist the front office manager to ensuring the smooth and efficient over all day-to-day operations.
- Greeting and assisting guests in a professional and friendly manner.
- Answering phone calls and forwarding calls to respective departments.
- Organizing and maintaining files and records and updating them when necessary .
- Scheduling and confirming appointments,meeting and events .
- Petty cash handling.
- Act as the point of contact among executives, employees,clients,and other external partners.
- Manage information flow in a timely and accurate manner.
- Rack daily expenses and prepare weekly,monthly,or quarterly reports.
- Format information for internal and external communication -memos E-mails, presentation,reports.
- Screen and direct phone calls and distribute correspondence organized and maintain the office filing system.

## DATA ENTRY & DOCUMENTATION

**SFO TECHNOLOGIES PVT.LTD**  
[Nov 2019 - Apr 2020] Kochi- Kerala, India

- HR Assistant  
(Maintains accurate and up-to-date human resource files,records,and documentation)
- Copy, scan and store documents.
- Review and update technical documents.
- Distribute project related copies to internal teams.
- File documents in physical and digital records.
- Create templates for future use.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the organization.
- Maintain confidently around sensible information and terms of agreements.