



# Sadiya Shahidkhan Turk

## Office Administrator

### ABOUT

A team player with a commitment to customer service through 4+ years' work experience in various administrative roles, seeking to build a career in an organization that provides me opportunities of Continuous learning with progressive work culture where my skills and abilities are best utilized.

### EXPERIENCE

#### ***Marvel Technology Services & Information System***

Office Admin From 01/2016 to 02/2020

#### ***Fijitsu Instruments***

Office Administrator From 05/2011 to 06/2013 & from 07/2014 to 06/2015  
Ahmedabad -India

Fijitsu Instruments" is a prominent concern engaged in the manufacturing a wide range of Heavy Duty Weighing Scale, Truck Weighbridge, Analytical Balance Scale, Weighing Scale, Bagging Weighing Machine etc.

#### ***Duties & Responsibilities:***

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents. . Provide administrative support for operations team.
- Coordinate project deliverable. Perform accounting tasks, including invoicing and budget tracking.
- Schedule meetings and travel arrangements for senior members of the company.
- Co-ordinate and plan for office services, such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services.
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed.
- Created filing system to organize employee wage and personnel information.
- Prioritized and completed assigned projects by required deadlines.
- Entered accounts payable receipts and invoices into company system for payment.

#### ***Al Noor International School***

From 09/2013 to 06/2014 -Sitra Bahrain

#### ***Duties & Responsibilities:***

- Answer and direct phone calls.
- Organize and schedule meetings and appointments.
- Maintain contact lists.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies.
- Book travel arrangement.

### AREAS OF EXPERTISE

*Office Administration*

*Office procedures*

*Typing & word-processing*

*Keyboard skills*

*Filing*

*Reception duties*

*Decision making*

*Raising credit notes*

*Writing correspondence*

*MS Office applications*

*Business Administration*

*Office management*

### CAREER STATEMENT

*"I feel that my greatest strengths are firstly my willingness to take responsibility for all the administrative duties within an office. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management teams on any ad hoc tasks."*

Sadiya Shahidkhan

## PERSONAL SKILLS

*Service orientated*

*Responsiveness*

*Leadership skills*

*Professional judgement*

*Energetic*

*Self-control*

*Excellent communicator*

*Problem solving*

*Well organized*

## PROFESSIONAL

*Fire Safety Training*

*Advanced First Aid*

*English Speaker*

## PERSONAL DETAILS

*Sadiya*

*Shahidkhan Turk*

*DOB: 17th Nov 1990*

*Gender: Female*

*Hobbies: Traveling  
Reading and listening  
music*

*Marital Status:  
Married*

*Nationality: Indian*

*Address: Flat 21, Buld  
168,  
Road 3505, Block 335,  
Um Al Hassam,  
Bahrain*

*M: +973 36305052*

*E: [Sadi1719@gmail.com](mailto:Sadi1719@gmail.com)*

*Skype: [sadi1719\\_1](#)*

## KEY COMPETENCIES AND SKILLS

### **Administration**

- Competent on all Microsoft Office program.
- Competent on Windows 10, windows 7 and XP System.
- Comfortable working with numerical data.
- Taking prompt, decisive and corrective action to rectify any short comings.
- Able to use office equipment like copiers, fax's, scanners, printers, computers and office software.
- Financially astute with the ability to control budgets and expenditure.
- Ability to type 30 wpm and demonstrated proficiency on 10-key.

### **Professional**

- Analyzing problems by collecting data, establish facts, and drawing valid conclusions
- Strong work ethic; self-starter; results orientated.
- Always challenging the status quo.
- Active team member with self-drive and motivation.
- Possessing knowledge of all relevant software & IT systems.

### **Personal**

- A creative & innovative thinker.
- Having a practical approach to problem solving.
- Willing to be accountable, liable, & answerable for actions & decisions.
- A hands on manager able to lead by example.

## ACADEMIC QUALIFICATIONS

- M.Sc. Biotechnology (ECA#: 3740440IMM)  
A.N. Patel PG Institute, Anand, Gujarat India  
From 06/2011 – 04/2013, GPA 7.56
- B.Sc. Biotechnology (ECA#: 3740440IMM)  
M. B. Patel Science College, Anand, Gujarat India  
From 06/2008 – 04/2011

## REFERENCE

- Available upon request

## DECLARATION

I hereby declare that information given above is true to best of my knowledge.

**Sadiya Shahidkhan Turk**