ZARINA ███████

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PROFESSIONAL SUMMARY

Dependable individual attentive to details and always on-time with assignments. Clear communicator and easy collaborator ready to help staff with diverse needs. Brings strong computer skills and adaptability for changing assignments.

EXPERIENCE

████████████

Admin Assistant

11/2021 - 08/2023

- Responsible for administrative tasks for sales and recruitment
- Completed work to agreed standards and specifications.
- Harnessed prioritisation, organisation and multi-tasking skills and tools in handling multiple tasks, amplifying productivity.
- Managed information on company databases for different organisational activities to track history and safeguard accurate information.

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Transaction Processing New Associate/Data Analyst

01/2020 - 05/2021

- Processing and analysing healthcare data of clients using various tools and company's software programs.
- Executed extreme attention to detail to achieve operational excellence.
- Collated performance data, analysing outcomes to inform forecasts.
- Strictly adhered to industry best practices and standards by following policies and procedures.

EDUCATION

███████████████

Bachelor of Science in Psychology

CORE QUALIFICATIONS

- Communications Skills
- Microsoft Office
- Database entry
- Computer Literate
- Multi-tasking and prioritisation

- Interpersonal communication
- Administrative Operations
- Organisation and efficiency

CERTIFICATIONS

- Civil Service Professional Eligibility