

# Prathamesh Devadiga

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## Admin Assistant

**Address:** Dubai Investment Park, Dubai

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## Professional Summary

Results-driven professional with experience in handling file and document management in the admin department offering organizational skills, attention to detail, problem-solving, communication, multitasking, customer service, and computer skills. Self-motivated, career driven, highly energized, and recognized as both independent & team player, ready to learn and adaptable.

## Skills

- **Time management:** Efficient in prioritizing and organizing tasks to meet deadlines without compromising quality, ensuring smooth day-to-day operations.
- **Mail handling:** Experienced in sorting, organizing, and distributing both physical and digital correspondence, maintaining confidentiality and timely communication.
- **Adaptability, Quick Learner & Team Player:** Adapts quickly to new environments and procedures, demonstrates a strong ability to learn new skills rapidly, and contributes positively to team collaboration.
- **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook):** Proficient in creating documents, spreadsheets, presentations, and managing email and calendar systems to support administrative functions.
- **Active Listening Skills:** Practices attentive listening to fully understand instructions, requests, or concerns, leading to effective and empathetic communication.
- **Interpersonal & Communication Skills:** Communicates clearly and respectfully with colleagues, management, and clients, fostering productive and positive relationships in the workplace.
- **Customer Service Skills:** Skilled in managing client inquiries and resolving concerns professionally and efficiently, ensuring customer satisfaction and trust.
- **Attention to detail & multitasking:** Demonstrates a high level of accuracy while efficiently managing multiple responsibilities, maintaining quality under pressure.
- **Administrative Support & Employee Query Management:** Provides reliable administrative assistance, including documentation, scheduling, and follow-ups, while effectively addressing and resolving employee-related queries.

## Work History

### **Administrative Assistant | Galadari Group of Companies, Dubai UAE**

**April 2024 – April 2025**

- Maintained accurate records of daily operations using Microsoft Excel and prepared monthly presentations for management review
- Performed a range of administrative duties including managing phone calls, scheduling appointments, and maintaining organized documentation
- Prepared and issued client quotations promptly and professionally, supporting business development efforts.
- Managed incoming emails and telephone inquiries, ensuring prompt and clear communication
- Created reports, formal documents, and presentations using Microsoft Word, Excel, and PowerPoint
- Coordinated and arranged meetings, appointments, and internal calendars to ensure smooth operations

### **Administrative Assistant | Shads Event Management, Mangalore**

**April 2023 – March 2024**

- Coordinated and managed event planning, bookings, and logistics
- Collected and documented customer requirements to align services with client expectations
- Professionally answered and directed incoming phone calls to the appropriate departments
- Served as the main point of contact for handling customer inquiries and requests
- Maintained accurate and organized records using Microsoft Excel
- Managed calendars by scheduling meetings and appointments efficiently

### **Assistant Supervisor | Knight Bite, Food Delivery Services, Mangalore**

**July 2020 – April 2022**

- Managed daily cleanliness and hygiene standards to maintain a safe and organized environment
- Managed food preparation and ensured proper clean-up procedures were followed
- Monitored inventory levels and ensured essential stock was always available
- Handled customer inquiries promptly and professionally, ensuring satisfaction
- Maintained daily work logs and records using Microsoft Excel

## Education

### **Pre-University Course: Accounts | Besant College - Mangalore, India**

June 2018 – April 2020

## **Courses & Software**

- Tally
- Advanced Excel
- Basic SAP

## **Additional Information**

**Date of Birth:** 09 May 2002

**Visa Status:** Visit Visa (Valid until 28 June 2025)

**Passport No.:** V8691185

**Languages:** English, Hindi, Kannada

## **Declaration**

I hereby declare that the above given statements are true and correct to the best of my knowledge.

Place: Dubai

(Prathamesh Devadiga)