



AMAL SHEMEER

SALES COORDINATOR|SECRETARY|FRONT DESK MANAGER DOCUMENT CONTROLLER

✉ amalshemeer786@gmail.com ☎ +97158856375 📍 UMM AL QUWAIN, UNITED ARAB EMIRATES 🇮🇵 INDIAIN
🛂 RESIDENCE VISA

Offering experience in prioritizing and delegating administrative tasks to drive goal achievement. Proficient in schedule coordination, resource allocation, and office supply inventory management. Dedicated to training and mentoring top talent while cultivating a productive work culture.

Skills

Office Administration • Correspondence Preparation • Microsoft Access • Travel arrangements coordination
Office inventory management • Presentation Preparation • Team Collaboration • Employee Records Management
Data Entry

Professional Experience

08/2021 – 10/2023
TRIVANDRUM, INDIA

ADMINISTRATIVE COORDINATOR, Sivagiri Sree Narayana Medical Mission Hospital,

- In charge of vendor management, goal development and project prioritization, decision-making and solution implementation, coordinating with supervisors, manufacturers, engineers and technicians
- Managed sensitive information securely with strict adherence to confidentiality protocols while maintaining organized records for easy access when needed.
- Reduced operational costs with thorough budget management and expense tracking.
- Assisted in the development of company policies and procedures by actively participating in brainstorming sessions and providing constructive feedback during review stages.

09/2018 – 07/2019
DUBAI, UAE

SALES COORDINATOR, FLOURISH MEDICAL EQUIPMENT LLC

- Streamlined sales processes for improved efficiency and customer satisfaction.
- Increased sales revenue by establishing strong relationships with clients and identifying new business opportunities.
- Worked closely with the sales team to prioritize tasks, set goals, and allocate resources efficiently; resulting in increased productivity and revenue.
- Coordinated product demonstrations and presentations to showcase key features and benefits to potential clients. I'd be happy to help you with that! Here's the revised text:

08/2014 – 07/2017
TRIVANDRUM, INDIA

BIOMEDICAL ENGINEER, SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

- Having experience in maintenance operations of biomedical equipment.
- Solution-driven and client-centric professional with significant technical know-how and hands-on experience in all aspects of biomedical equipment and machine-related functions encompassing hospital-related service.

Education

10/2010 – 04/2014
CHENNAI, INDIA

BTECH, SATHYABAMA UNIVERSITY

Languages

ENGLISH

HINDI

MALAYALAM

TAMIL