OBJECTIVE

Proficient office administrator, recognized for expertise in evaluating and redefining administrative procedures that increase proficiency and ensure the smooth running of offices. Looking to bring a new level of precision and organization to an establishment that allows for further career growth.

CONTACT

- meerah.jacob94@gmail.com
- +971 54 778 6366
- Sharjah,UAE

SKILLS

- Bayut and Dubizzle Admin
- Invoice Processing
- Office Administration
- Administrative Support
- Microsoft Office
- Data Entry
- Typing Speed (60 WPM with 91% accuracy)
- Data and Analytics

EDUCATION

- Master of Science in Physics
  Mar Thoma College,
  MG University,Kerala, India
- Bachelor of Science in Physics
  Women's Chfristian College,
  University of Madras,
  Chennai,India

Meerah Mary Jacob

OFFICE MANAGER

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

EXPERIENCE

ADMINISTRATOR/OFFICE MANAGER
PROVERB REAL ESTATE, DUBAI, UAE
October 2023 – January 2024

- Managing Real Estate platforms like Bayut and Dubizzle.
- Managing and reporting property listings in spreadsheets.
- Help maintain, organize and schedule meetings and events.
- Supervise other staff and delegate responsibilities Handle technical issues in their area of expertise.
- Carry out clerical duties, including answering phones and preparing documents.
- Create, update and manage files for each department Create electronic database in sync with files.
- Perform general office administrative duties such as receiving incoming phone calls, circulating business correspondence.

ML DATA ASSOCIATE
AMAZON DEVELOPMENT CENTER, CHENNAI, INDIA
July 2019 – August 2022

- Transformed raw data to conform to assumptions of machine learning algorithm.
- Developed advanced graphic visualization concepts to map and simplify analysis of heavily-numeric data and reports.
- Researched, designed and implemented machine learning applications to solve business problems affecting the customers.

Languages
- English
- Hindi
- Malayalam
- Tamil

Personal Information
- Visa- Spouse UAE Resident
- Marital Status- Married
- Citizenship- India

- Leveraged artificial intelligence and machine learning algorithms for standalone products and enhanced existing product offerings.
- Handled unique and high-priority data analysis requests from a range of data customers.
- Participated in a fast-paced, highly collaborative, and dynamic work environment.

OFFICE CLERK
AYURBHAVA GROUP OF INSTITUTIONS, KERALA, INDIA
June 2017 – May 2019

- Interacted with customers by phone, email or in-person to provide information.
- Provided clerical support to company employees by copying, faxing and filing documents.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
- Carried out administrative tasks by communicating with clients, distributing mail and scanning documents.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.
- Drafted professional memos, letters and marketing copy to support business objectives and growth.