



Mandeep Kaur

Senior Administrative Assistant

Mobile: 058-2820440
Email: 92preetmankaur@gmail.com
Previous: Administrative Assistant
Education: Bachelors in Commerce, 1st Class
Software: MS Office Suite, Email & Calendar Management, Communication & Document Tools
Visa Status: Visit Visa
UAE Experience: 2 Years

Objective/Target Job: Administrative Operations Coordinator

Core Strengths

- Organizational & Time Management Skills
- Communication & Interpersonal Skills
- Technical & Software Proficiency
- Problem-Solving & Critical Thinking
- Confidentiality & Discretion
- Customer Relationship Management
- Initiative & Self-Motivation
- Team Leadership
- Project Management

Professional Experiences:

2022-2024



Senior Administrative Assistant

Mindpro Rising (UAE OFFICE)
[Immigration Industry](#)

Role: Assist with administrative tasks including document processing, Visa filing, client communication, appointment scheduling, Office supplies procurement and vendor management and maintaining confidential records.

Results: Ensures efficient visa processing, timely client support, organized scheduling, well-maintained office supplies, effective vendor coordination, and secure record management.

2020-2022



Administrative Assistant

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