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| --- | --- | --- | --- |
| Ouilrfif itii-in | Educational Qualifications | Miiiui.r^lti; ,' ftnarri |  |
| uuaimoanonB A | MBBl ouojscnSociology. Pol Science. History, English, Hindi | university / t>oaraDAW. - Indore | rp.ir1996 |
| Pre-Degree (10 + 2) | Accountancy Commerce. Comml Correspondence. Enqlish. Malayalam | University of Kerala. Trivandrum | 1985 |
| S.S.L.C. | English. Hindi Malayalam. Science. Social Studies. Mathematics | Board of Public Examination. Kerala | 1981 |
| Other Courses |

Imml

|  |  |
| --- | --- |
| Programme or Course\* | Dun boo Year Organized by |
| English Typewriting & Shorthand Course | 12 months | 1986 | Govt, of Kerala recognized Institute in Kerala |
| Computer Course | 6 months | 2000 | Cosmos Computers. Indore (MP)(MS Word. Excel. Power-pomt Internet. Aconex) |
| English Typewriting | Passed | 1989 | MPTE Board. Bhopal (MP). (100 words p m in Shorthand • 60-70 w p m in Engtoh typewriting) |
| National Speed Testing 50 w p m Competitive Exam Bombay Passed | 1992 | Bombay Shorthand & Typewriting Association. Bombay |

History ot Employment (Starting with Present Employment)

Organisation

Job Title

Duration

Reason for leaving

A leading Construction Co. In Dubai >n)

Office Secretary

09.07.2008-08.08.2011

Visa expiring

Indian Institute ol Management
(IIM), Indore. India

Indore Wire Co Ltd . Pithampur. Indore, India

Office Secretary

Steno

15.04.2002 to 30 06 2008

20 04 1998 to 10.04 2002

For betterment

One of the Telco Authorised Vehicle dealers in Indore (MP)

Steno

1503.1993 to 1904.1998

For betterment

Raipur Rotocast Ltd., Raipur

Stono-Typist

1001 1989 to 1003 1993

For bettermeril

Nature of Work. (Total: 20 yrs. Working expenence in different companies)

Presently working in a Construction Co in Dubai, reporting to Project Manager (MEP), and my nature of works are as under

o Attending phone calls 4 Contacting with Client. Consultant. Sub-contractors & Suppliers o Taking dictations in Shorthand typing all official documents & maintaining filing system o Sending & receiving emails fax to concerned parties

o Co-ordination & communication with all parties internally & externally, fixing appointments,

arranging conference etc n Preparing drawing submittals, material submittals, work inspections and other relevant

submittals and maintaining its logs properly & forwarding daily manpower report to HO

| o Supporting to Admn Deptt & doing all other secretarial works assigned from time to time.

Present Salary

Dhs 3800/- +Acc+ Trpn+other perks as per UAE rule