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| binu photo.jpg**Binu** **C/o 0505891826****Binu.135686@2freemail.com****-Sharjah-UAE*****Personal Info*****Place of Birth****Kuwait****Date of Birth****30 July 1985****Sex** **Female****Marital Status****Married****Nationality****Indian****Visa Status: Visit Visa** **Valid Until 12 March 2018*****Passport Details*****Passport No.** **Z2690308****Date of Issue****27.01.2014****Date of Expiry****26.01.2024****Place of Issue****Kuwait** | **WORK HISTORY*** **PA reporting to CEO** – Whitesea Shipping & Supply (LLC) FZC, Sharjah – U.A.E

(Dec 16’- Dec 17’)* **PA reporting to Branch Manager** – Campus Abroad Educational Services, Kerala - India

(Feb 16’ – Nov 16’)* **Senior Secretary reporting to Program Manager** – Kuwait Institute for Scientific Research (KISR), Kuwait

(Jan11’ – Jan 16’)* **Secretary reporting to Managing Director**, Center of Engineering and Technical Studies (CETS), Kerala, India

 (Jan 09’-Dec 10’)* **Projects Engineer reporting to Project Manager** – Security Systems Company, Kuwait

(Nov07’ – Nov 08’)**JOB PROFILE*** Assist the manager in all administrative tasks including direct access to emails.
* Drafting Letters and prompt response to emails as directed.
* Liaise with all departments providing assistance in administrative works.
* Efficiently handling inbound and outbound calls.
* Maintaining confidential filing system both electronic and hard copies.
* Proficient operation and maintenance of all office etiquettes such as Fax, Photocopy, Scanner, Lamination etc.
* Organizing, coordinating meetings, conferences and exhibitions.
* Preparing and distributing of minutes of meeting.
* Editing and processing of reports and proposals etc.
* Maintaining accurate schedules and calendars.
* Booking hotels and arranging travels.
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| **EDUCATIONAL BACKGROUND*** **Bachelors of Technology (B. Tech)** in Electronics and Communications Engineering from Kerala University – First Class (2003-2007)
* Board of Higher Secondary Examination (HSE) Kerala, Grade XII – School Topper – First Class with Distinction
* Central Board of Secondary Education, Grade X- First Class with Distinction
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| **COMPUTER SKILLS*** Familiar working with Oracle based ERP
* Proficient in handling Operating System Windows 7
* Well versed with Microsoft Office (Word, Excel and Power Point)
* Familiar handling Outlook Emails and maintaining calendars.
* Completed technical courses on:
	+ Cisco Certified Network Associate (CCNA)
	+ Microsoft Certified Professional (MCP)
	+ Computer Hardware and Networking
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| **OTHER SKILLS*** Passionate Writer Refer to Blog #[***http://silentdreamerchrysallis.blogspot.in/#***](http://silentdreamerchrysallis.blogspot.in/)
* Content Writing for Websites
* Passionate Social Worker
	+ Received Certificate of Appreciation for actively volunteering with ***United Nations Online Volunteering*** Activities.
	+ Volunteered for various activities with NGO in Kerala, India namely “Helping Hands Organization (H2O)”.
	+ Actively volunteered with NGO - Kerala My Own Country (KMOC) in waste management and eradicating pollution.
	+ Registered volunteer with ***UAE - Red Crescent*** (Volunteer ID No. 13375)

Received recognitions for multiple cultural activities such as drama, cultural competition; leadership activities etc. in Kuwait. |
| **LANGUAGES KNOWN*** Malayalam (Mother Tongue , Read – Write- Speak- Fluently)
* English (Read – Write- Speak- Fluently)
* Hindi (Read – Write- Speak- Fluently)
* Arabic (Read-Write – Speak-Beginner)
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