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| binu photo.jpg  **Binu**  **C/o 0505891826**  [**Binu.135686@2freemail.com**](mailto: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. |
| **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 |
| **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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