Lyju

[Lyju.243229@2freemail.com](mailto:Lyju.243229@2freemail.com)

Career Objective

A motivated administrative professional seeking a position in a challenging environment. Over 4 years’ of experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done.

Educational Qualification

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| --- | --- | --- | --- |
| Qualification | Year | Institution | Marks |
| IATA UFTAA | April 2008 | School of Airline Traveling Management(SATM) | Passed |
| Graduation(Electronics with Comp. Hardware) | March 2007 | Jai Bharath Arts & Science College Perumbavur | 66% |
| Higher Secondary | March 2004 | Govt.HSS Manjapra | 76% |
| S S L C | March 2000 | HFHS Thabore | 55% |

Professional Experiences

**Designation : Executive Assistant**

**Company : Avant Holdings/ India/Sep 2011 to Jan 2015**

Responsibilities Include:

* Devising and maintaining office systems including data management and filing.
* Ensure utmost confidentiality in all operations.
* Arranging travel, visa and accommodation, occasionally travelling with MD to take notes at meetings or to provide general assistance during presentations.
* Screening phone calls, enquiries and requests, and handling them when appropriate
* Organizing and maintaining diaries and making appointments.
* Dealing with incoming email and post, often corresponding on behalf of MD.
* Taking minutes, follows up all the points in the meeting and give the reports to the higher concerned officers.
* Producing documents, briefing papers, reports and presentations.
* Organizing and attending meetings and ensuring MD is well prepared for meetings.

The Company head office is in U.A.E [Dubai] and the company has offices in India and China. Website:

**Designation : Executive (Billing)**

**Company : Prepaid Taxi/ Cochin International Airport/ India/May 2010 to Aug**

**2011.**

Responsibilities Include:

* Collect cash and make invoices.
* Close everyday accounts and tally the sales and cash on hand.
* Deposit everyday collection in the bank.

**Designation : Sales Executive**

**Company : Korloff Paris Boutique/Dubai/Dec 2008 to Apr 2010**

Responsibilities Include:

* Selling high-end luxury diamond jewelries and watches.
* Stock Management.
* Display Management.
* Keeping track of all the customers visiting the shop.

**Designation : Executive Officer (Customer Accounting)**

**Company : Bharti Airtel/India/Mar 2008 to Nov 2008**

Responsibilities Include:

* Update cash and cheque collected from the customers.
* Banking the cash and cheque.
* Receipt tracking.

Languages Known

* English : Full professional proficiency
* Hindi : Full professional proficiency(Studied in North India for 2 years)
* Malayalam : Native

Abilities

* Interpersonal Skills
* Punctual in working
* Excellent computer skill
* Flexibility and ability to deal with new changes

Personal Details

Date of Birth : 05-May-1985

Sex : Male

Marital Status : Married

Nationality : Indian