**OBJECTIVE**

To provide the best of service to my full potential and align all activities to further organizational growth.

**PROFILE OVERVIEW**

ELEVEN years of professional experience inAdministration. Have a good working knowledge of MS Word, Excel, Power point and Tally.

**PROFESSIONAL EXPERIENCE**

**Kerala Agricultural University (KAU) -5 yrs.**

**Marikar (Motors) Ltd. - 2yrs.**

**Popular Group (SKODA) - 1yr.**

**Popular Group (HONDA)-1yr**

**Xcel Technical Services LLC, Dubai-2yr**

**JOB PROFILE**

* Working as Administration Executive in the scheme “OFFER” – On Farm First Exploratory Research in Department of Entomology, KAU. Work includes scheme work, clerical activities, accounting.
* Worked as Administration Executivein the scheme “ARMCC”- Action Research on Mite Control in KAU Campus.

Work includes, data preparation, file works related to purchasing Raw materials, Inviting quotations, Payments, Settling of Advance, Account settling.

* Worked as **Assistant Grade II** in Horticulture College, KAU. Work includes file works of Academic and Accounts section.Worked as Assistant in Department of Extension which included all extension activities.
* Worked as Office Assistant in the Scheme **Paddy Mission** – **RKVY Project** on ‘Enhancing Rice Production in Kerala and Attaining Partial Self Sufficiency’.
* Worked as Office Admin in **Marikar (Motors) Ltd. Thrissur**- work includes all back office works –billing, tally, maintaining registers, etc.
* Worked with Popular Group (**SKODA DIVISION& HONDA DIVISION)**as Executive Office Admin.
* Worked as Administrative Clerk in **Xcel Technical Services LLC, Dubai.** The work includes all the office clerical jobs such as drafting letters, sending reports, filing, and look after account (Tally, petty cash, maintaining cash book etc. in the absence of accountant, preparing salary statements, maintaining registers etc..

**ACADEMIC BACKGROUND**

* Master of Business Administration (MBA HR)
* Bachelor of Commerce (B.Com)
* Diploma in Computer Application (DCA)

**TALENTS & QUALITIES TO OFFER:**

* Through knowledge in Dealer Management System (DMS).
* Through knowledge in Sales Procedures.
* Positive attitude towards the work.
* Adaptability and can work independently
* Effective time management & good analytical skills
* Excellent communication skills
* Language skill: English & Malayalam

**HOBBIES**

Reading, listening to music

**PERSONAL DETAILS**

Nationality - Indian

Date of Birth - 1st Feb. 1972

Marital Status - Married

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 **Gulfjobseeker.com CV No:** **1516572**