**SYNOPSIS**

Young, energetic and result oriented **BBM Graduate** offering **1 year** of experience with diverse roles in business administration arena;. Persuasive communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management; highly ethical, trustworthy and discreet;

* 1 Year of experience in administration of an institution in India
* Professionally qualified with a Bachelor degree in Business Management (FM).
* Well versed in MS Office applications &Advance Excel.
* Excellent communication and influencing skills.
* Thorough knowledge of Management competencies and activities.
* Comprehensive knowledge of administration procedures, policy implementations, benefits administration.
* Creative designer of work flow systems, to eliminate duplication of effort and increase proficiency and productivity of work.
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
* Energetic and capable of working with minimal supervision.
* Adherence to deadlines without sacrificing quality of output.
* Systematic and methodical approach to work.
* Ability to put in extra efforts when called for.
* Prioritization of work and perfect time management.
* Expert in interdepartmental liaison and coordination.

**AREAS OF EXPERTISE**

* Administration
* HR Management
* Planning
* Relationship Management
* Target Achievement
* Project Maintenance

**PROFESSIONAL EXPERIENCE**

**Nava Bharath Science College, Kerala India (May 2014 to April 2015)**

**Administrator**

**Duties and Responsibilities:**

* Coordinating the daily institutional activities.
* Controlling the staff and preparing their daily work report
* Planning for providing better facilities and activities for the institution.

**Additional Responsibilities:**

* Handling all the register work.
* Preparing admission report .

**ACADEMIA**

* BBM (FM) from St. Aloysius College, Autonomous University in 2014 with 63.2%
* PUC from St. Aloysius Pre- university College in 2011with 60.5%
* X from KSAEMS, Kasaragod in 2009 With 71.2%

**ACADEMIC ACHIEVEMENTS**

* Finished graduation from autonomous college
* Conducted Inter-College Management fest.

**TECHNICAL PROFICIENCY**

* **Operating Systems:** Microsoft Windows Versions, Excel, Advance Excel, Tally, Peach tree and financial accounting.
* **Others:** Internet, Email, Adobe Photoshop, Digital designing &MS Office,

**SEMINARS**

* National level seminar on Human resource as a strategic business partner

**PROJECTS**

* Study on effectiveness of performance appraisal with special reference to APCO HYUNDAI , Kasaragod

**EXTRA CURRICULAR ACTIVITIES**

* Secretary of quiz association, St. Aloysius College
* Actively participated in state level writing competition and won prizes.

**TRAINING PROGRAMMES**

* Completed training programme in customer care executive ( relationship center)
* Under gone training programme in visual merchandising and new product development held at AIMIT, Beeri, Mangalore

**PERSONAL MINUTIAE**

**Date of Birth**: 10th,February, 1992

**Linguistic Proficiency:** English,Malayalam, Hindi, Arabic (Read & Write)

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**Gulfjobseeker.com CV No:** **1519824**