

**RENJITH** [**RENJITH.255125@2freemail.com**](mailto:RENJITH.255125@2freemail.com)

### PERSONAL SUMMARY

A highly organized and detail oriented Administrative Clerk who has extensive experience of clerical, secretarial and administrative office work. I will always ensure that an offices administrative operations run at maximum efficiency. I possess an exceptionally high level of attention to detail as well as accuracy, and have strong grammar, spelling and keyboard skills. On a personal level I will be able to remain sitting and using office equipment and computers for long periods of time. One of my strongest points is ability to identify opportunities for administrative improvement. Right now I’m looking for a suitable position with a company that invests in its people and where a staff member’s contribution is always recognized.

### CAREER HISTORY

* **Receptionist** – *16th January 2016 - present*

Employers name – **NATIONAL FOOD INDUSTRIES LLC, Dubai, U.A.E**

Duties:

* + Performing and prioritizing a multitude of complex administrative duties.
  + Carrying out all assigned administrative duties.
  + Assisting the accounts Department.
  + Preparing and managing employees excel sheet.
  + Greeting and assisting visitors to the office in a courteous manner.
  + Answering phone calls and forwarding callers to appropriate staff members.
  + Imports documents preparation.
  + Assisting HR Department.
  + Filing reports and information in the correct places.

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* **Administration Executive cum Accounts Assistant** - 05th Aug 2014 – 13th Nov 2015 Employer’s Name: Chennilath Regency, Perumabvoor, India
* **Operations Executive** – 03rd May 2012 to 02nd Aug 2014 Employer’s Name: Flavors of India, Cochin
* **Process Associate** – 16th Aug 2010 to 31st Jan 2012

Employer’s Name: Fragomen Immigration services India Pvt. Ltd., Cochin, India

### KEY SKILLS AND COMPETENCIES

**Administration**

* + Ability to work closely with other company departments.
  + Can handle multiple administrative tasks simultaneously.
  + Proficiency in MS Office Suite.
  + Knowledge of office work methods and procedures.
  + Trouble shooting to rectify challenges.

### Personal

* + Can quickly build up a positive rapport with fellow work colleagues.
  + Good Managerial and interpersonal skills.
  + Proficiency at grasping new technical concepts quickly & utilizing it in a productive manner.
  + Cohesive team player, having strong analytical, problem solving and interpersonal skills.
  + Excellent organization and prioritization skills
  + Self-motivated, focused and dedicated professional

### AREAS OF EXPERTISE

* + Clerical functions
  + File management
  + Data processing
  + Performance improvement
  + Record keeping

### Achievements

* + Awarded “The Best Performance of the Week” in Fragomen Immigration Services India Pvt. Ltd.

### ACADEMICS

* + - B.P.B.A from ASBM, Cochin (2012)
    - Diploma In Airport Management from AWIA, Cochin (2009)
    - 12th grade from N.I.V.H.S.S, Marampilly (2006) with 71%.
    - S.S.L.C from ST. Mary’s H.S, Aluva (2004) with 56%

### TECHNICAL PROFICIENCY

* Microsoft Office (Word, Excel).
* Operating System- Windows XP, Windows 7, Windows 10
* Software – Amadeus, Galileo, Tally Erp9

### Hobbies

* Listening Music

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| **Visa** : Residence Visa Date of Issue : 18-07-2016 Date of Expiry : 17-07-2019 Place of Issue : Dubai |

**DECLARATION**

# I, hereby solemnly declare that the information furnished above is true to the best of my knowledge and no part thereof has been intentionally distorted or misrepresented.