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| New_logo.gifWhats app Mobile:+971504753686 Gulfjobseeker.com CV No:1572216E-mail: gulfjobseeker@gmail.com |  |
| To be part of a dynamic organisation, that provides a high quality of work life through challenging opportunities, where I can put my knowledge and skills to good use in furthering the growth of organization and myself. | **Strengths*** Young & Energetic
* Well-educated with practical trainings and experience
* Socially likeable personality
* Efficient learner and determined team player
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| **Educational Qualification** |  |
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| **Post Graduate Diploma in Management (= MBA)** with CGPA- **6.90****( Operations and Marketing )**MS Ramaiah Institute Of Management, Bangalore, India |  **2013 – 2015** |
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| **B-Tech Degree in Electronics & Communication** with **First Class**Jyothi Engineering College, Cheruthuruthy, Kerala, India |  **2007 – 2011** |
| **Higher Secondary level education** with **Distinction** |  **2006 – 2007** |
| S.D.P.Y Higher Secondary School, Cochin, India**Central Board Of Secondary Education** with **Distinction** Our Lady Of Mercy school, Aroor, India |  **2004 – 2005**  |
| **Work Experience** |  |
| * **Administration Executive**

**Vackachan Constructions** – Kochi, India  1st Feb 2015 – 5th Feb 2016* Providing secretarial support maintaining record of bills, screening telephone calls.
* Fixing appointments & meetings, preparing a synopsis of reports as well as reports.
* Possess a pleasing personality & knack of accomplishing the assigned tasks with specified time frame.
* Attendance entry and salary calculation on MS Office.
* Managing functions of MD’s/Top management’s office including regular updates to the company information, employee details, image building of organization and necessary arrangement for meetings.
* **Junior Instrumentation Engineer**

**OPAC PROJECTS & SERVICES PVT. LTD**. – Kochi, India. 9th Jan 2012 – 31st Jan 2013 ( PETRONET LNG PROJECT )* Admin Activities.
* Supervision of Control room Activities.
* Ensure safety and industrial hygiene in site.
* Worked as a part of Commissioning team.
* Loop testing and troubleshooting of control panels.
* Installation of Process Instruments like Sensors, Switches Etc.
* Daily check-ups of measurement in DCS and PLC.
* Gained experience in working as team and leading a dynamic group.
* **Summer Intern**

**TOYOTA KIRLOSKAR AUTO PARTS Pt. Ltd** – Bangalore, India May 2014- July 2014Mobilizing Logistic Support.To understand the products of TOYOTA KIRLOSKAR Auto Parts Pt. Ltd.To understand the Toyota Production Systems, basically the operation flow of the company.Analysing the flow of operations from the purchasing of raw materials to the supply of the parts to the customer Checking and verification of the receipt of raw materials and tracking the same.

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| **IT Skills** |  |
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| * Good knowledge of MS Office (Word, PowerPoint, Excel), Internet

research, E-mail applications and excellent typing speed in English * Experience with SPSS ( Statistical Package for the Social Sciences)
* Desktop Operating System :Windows server 2008/2012 ,Windows xp

 Windows 08/ 07, Ubuntu, vista. * Yokogawa DCS, PLC, SCADA. (Certified course from YOKOGAWA Pvt. Ltd.

Bangalore, India).

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| **Achievements** |  |
| * Prize winner-Group Dance, DZONE – Arts Festival, University of Calicut, Kerala.
* Participated in dance programs.
* Core committee member of Operations Club, MSRIM.
* Core committee member of Tech fest VALENCE (Department of EC), Jyothi

Engineering College, Kerala |
| **Personal Details** |  |
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| Date of Birth  | :  | 14th July 1989 |
| Marital Status | : | Single |
| Hobbies | :  | Networking, Cricket, Gaming. |
| Languages | :  | English, Malayalam, Tamil. |
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