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| EDUCATION |
|  | UNION COLLEGE - LONDON |  |
|  | PG Diploma in Business Management | 2010-2011 |
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|  | CALICUT UNIVERSITY | 2003-2006 |
|  | BA Economics |  |
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|  | GHSS PATTAMBI |  |
|  | Plus two Humanities | **2001-2003** |
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|  | GHSS PATTAMBIS.S.L.C  | 2001 |
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| PROFESSIONAL EXPERINCE |
|  | * **Admin cum HR assistant– Flames Retreats, London August 2012 – August 2014**

 **Duties and responsibilities:*** Assist the HR manager in planning of Organizational recruitment.
* Take the interview of the recruiters.
* Make the joining documents of recruiters.
* Convey the Policies and rules to the employees.
* Track the daily attendance of the employees.
* Present the employees performance report in front of HR manager.
* Maintaining administrative and personnel records
* Purchase and inventory management
* Staff training and monitoring
* **Admin Assistant – Majlis Arts and Science College, Kerala, India August 2009- September 2010**

**Duties and responsibilities*** Evaluate, prioritize, organize and delegate work of staff members
* Using electronic filing systems and office software, including email, spreadsheets and databases to store documents.

• Input data into a variety of computer programs with pace and correctness• Perform a wide variety of secretarial tasks in support of the business* **Computer Software Faculty – New Heights Computer institute, Kerala. August 2008 - August 2009**
* Teaching pupils how to apply their computer knowledge and skills to emerging technologies.
* Using appropriate curriculum publications as guidelines when teaching individual course content.
* Ensuring that students are scheduled for extra help when needed.
* **Data entry operator – The Government Employees co-operative Bank, Kerala. April 2007 - july 2008**

• Perform general data entry using SAP, Microsoft Excel anWord.• Input data into a variety of computer programs with pace and correctness |  |
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|  | **ADDITIONAL QUALIFICATIONS**1. Post Graduate Diploma in Computer Application
2. Diploma in Computerised Financial Accounting(DCFA)
3. Type Writing in English-Higher grade (Kerala Govt. Technical Exam)
4. Type Writing in Arabic

**PERSONAL DETAILS**Nationality : IndianDate of Birth : 15-05-1986Marital status : MarriedLanguages known : English, Hindi and Arabic**Key strength** : Sincere, Hardworking and Punctual**Skills** : Self-motivated, confidential, ability to work under pressure and effective communication  skill  Proficient in Ms-Word, Excel and Power point. |
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