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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 PATTAMBI  S.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 : Indian  Date of Birth : 15-05-1986  Marital status : Married  Languages 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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