**First Name of Application CV No 1646664**

Whatsapp Mobile: +971504753686



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*Objective*

***Seeking a challenging position involving my technical and communicative skills in an environment, where I can grow along with the organization with great responsibility.***

*Education*

***MBA-Marketing (Mar2011) with above 78% Mass college of Arts & Science Kumbakonam. ( Bharthithasan university - Trichy )***

***B.Sc (Mar2005) with 63% S.K.S.S Arts & Science college Thiruppanandal.***

*WORK EXPERIENCE AS ADMIN ASSISTANT*

***Presently working : AL MAZROUI MEDICAL & CHEMICAL***

***SUPPLIES-UAE From JULY 9th-2013 till date as ADMIN ASSISTANT***

***Name of Organization : 2 Years’ experience in Equitas micro finance***

 ***India private Limited chennai***

 ***Designation : RELATIONSHIP OFFICER ( RO )***

*Computer knowledge*

* ***SAP***
* ***AMF***
* ***EXCEL***

*Administrative Assistant Job Description*

***Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.***

***Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.***

***Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.***

***Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.***

***Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories;***

***Provides information by answering questions and requests.***

***Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.***

***Completes operational requirements by scheduling and assigning administrative projects; expediting work results.***

***Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.***

* ***Contributes to team effort by accomplishing related results as needed.***

***Personal Data:***

 ***Date of Birth : 27.06.1983***

 ***Gender : male***

 ***Nationality : Indian***

 ***Marital Status : married***

 ***Languages Known : Tamil &English***

 ***Extra curricular : playing Chess***