**CAREER OBJECTIVE**

To obtain a challenging and demanding job in an established or growing company to present my skills and contribute positively towards its growth which in a way will further enhance my knowledge and experience.

**EDUCATIONAL QUALIFICATION**

* Master of Commerce(M.Com)
* Bachelors of Commerce(B.com)

**OTHER QUALIFICATION**

* Post Graduate Diploma in Computer Applications(PGDCA)

**SOFTWARE SKILLS**

* Tally 7.2

**WORKING EXPERIENCE**

* Worked as an **Office Secretary** in Mannarkad Branch ,India from 2/3/ 2015 till 30/11/ 2015

**Job Responsibilities**

* Maintaining a proper filing system
* Create high-level official business correspondence, and reports.
* Handling all administrative activities like maintenance of office equipments, transport, record keeping of office stationery etc
* Provisioning secretarial support involving handling of top & confidential correspondence, document flow, screening telephone calls, attending visitors.
* Taking initiative in celebrating all the festivals and events in office
* Maintenance of Fixed Assets Register
* Prepare and deliver Presentations, and schedule follow-up meetings.
* Create Masterfile for all Incoming/ Outgoing correspondence, and Employees’ records/data
* Implementing new procedures and administrative systems
* coordinating mail-shots and similar publicity tasks

**EXTRA SKILLS & CAPABILITY**

* Highly self-motivated and directed personality with keen attention to detail
* Able to analyze and visualize a problem or situation and think abstractly to solve it.
* Able to handle and keep confidential information
* Able of exercising considerable judgment and discretion in completing assignments
* Has a flexible and hard-working approach to any challenge
* Good Communication
* Excellent interpersonal skills, has a helpful attitude and work well with others
* Proficiency in MS Office Application
* Willing to try new things and am interested in improving efficiency on assigned tasks. (Flexible).
* Accustomed to working in a fast-paced work environment with the ability to think quickly and successfully handle difficult situations

**PERSONAL INFORMATION**

Date of Birth : 21.04.1992

Marital Status : Married

Nationality : India

Languages Known : English, Hindi & Malayalam

Visa Status : Visit Visa

**First Name of Application CV No :** **1655880**

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