ADMINISTRATION ABOVE 4 YEARS OF EXPERIENCE

|  |  |  |
| --- | --- | --- |
| **Objective** |  | Dedicated, customer-focused administrative professional offering significant experience in self -directed positions requiring effective support, secretarial and administrative support. Proven interpersonal, communications and multi- tasking skills. Adaptable team player recognized for willingness to learn and teach newly acquired skills. |
| **Summary of Qualification** |  | * Demonstrated Administrative Expertise in file management and storage, phone and personal reception.
* Proven Communications and multitasking skills
* Recognized for ability to learn and teach newly acquired skills
* Provided support for scheduling, vacations and attendance
* Provided critical support to senior executives and project managers
* Collaborated with customers, vendors, staff and senior management of partner firms to make sure information was communicated effectively
* Ensured timely resolution of any issue or project deliverable
* Scheduled meetings, conferences, itineraries and travel arrangements
* Created client database system to optimize billing, proposals and presentations
* Screened incoming calls, serving as first line of customer / vendor support, escalating critical issues to executives
* Excellent time management skills
* Ability to work under pressure
* Gained practical knowledge & Understanding of HR practices
* Identifying manpower recruitments through skill identification
* Maintenance of employee data, Leave Records
* Sourcing and Screening Resumes, conducting recruitment, scheduling the candidates for interviewing, Issuing the offer letter, Fixing the grades, handling job formalities, discussing with candidates about their job profile.
 |
| EMPLOYEMENT HISTORY |  | **Administrator cum Customer Relation Officer, Lakshya CA Campus, COCHIN** SEPTEMBER 2015 – JANUARY 2016* Handling In details all the Admin Functions
* Coordinating with the faculties and scheduling the classes
* Responsible for the supervision of staff
* Training the Admin sub coordinators
* Handling Enquiry Calls and Emails
* Involvement as Counselor
* Involving directly with parents and clarify their queries
* Allocating the work to the trainers and carry out the entire process and reports
* Maintaining weekly and monthly reports of the staff

**Project Coordinator, LLP Motion Design, *COCHIN*** *June 2014 – August 2015** Fixing the appointments for MD and arranging the meetings & Scheduling
* Act as a mediator between the designer and the client
* Allocating the work to the designer and carry out the entire process till the client is satisfied
* Maintain weekly and monthly reports of the staff about their work and collecting the reports from the clients
* Responsible for the supervision of staff
* Managing the Inventory System
* Maintaining clients list and keep a good relation with them
* Preparation of Invoices, Proposals, HR related letters, documents, certificates
 |
| PROFESSIONAL DEVELOPEMNT |  | 2011 HR ADMIN, ANIERA TECHNOLOGIES* 2008 Client Servicing Executive, Desire HR
 |
| PROJECTS HANDLED | /COMMUNICATION | **from the Initial stage till the end*** Assisted the Marketing team by directing, keeping track and collecting information of all the outlets they have covered and making sure they meet their daily target.
* Kept a track record of all the outlets in MG Road
* Filing up the records
* Contacting the Clients and interacting with them regarding marketing of their outlets through our new project
* Proposals and Invoice Preparations

**Seematti – 360 Virtual Presentation*** Interacted with their agency and successfully implemented a 360 Virtual Presentation
* Involved in the client discussion, Proposal Preparation, Negotiation and coordination till end

Few More : **Green Woods – Vanya Resort, Rajagiri, DCSMAT, Marian College of Management** |
| Education |  | * MCA from Sree Narayana Institute Of Technology (Kerala University), 2007, Kollam
* B.Sc Computer Science (Kerala University), CHMM College, Chavarcode,2002, Parippally
* (XIIth) Varkey International Private School, Dubai
* (Xth) New Indian Model School, Dubai
 |
| **First Name of Application CV No :** **1656114**Whatsapp Mobile: +971504753686 New_logo.gif |  |  |