ADMINISTRATION ABOVE 4 YEARS OF EXPERIENCE

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| **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 |  |  |