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| **Total Experience: 3+ Years****(India)****Personal Data**Date of Birth : 19/07/1989Marital Status : MarriedNationality : IndianReligion : Hindu Languages : English, French Malayalam, Hindi, Tamil | **Post Applied for: “Assistant Admin”**CAREER OBJECTIVE:Seeking a career opportunity with a progressive growth oriented organization to explore new circumstances where I can utilize my knowledge, skills and experience for the mutual benefit of the organization and myself.EDUCATIONAL QUALIFICATION:

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board/University** | **Year of Passing** |
| **Pursuing PGDTM** | **Pondicherry University** | **pursuing** |
| **BCA (Bachelor of Computer Application)** | **Kannur University, Kannur** | **2011** |
| **French Nouvau François course** | **Alliance François, Mahe**  | **2007** |
|  **(+2)** **Pre-University Course** | **Kerala State Board,** **Kerala** | **2007** |
| **S.S.L.C (10th Std)** | **Kerala state Board, Kerala** | **2005** |

COMPUTER / SOFTWARE PROFICIENCY:* Operating System: Windows-98, 2000, XP, Vista, Win-7, 8 etc.
* Office Automation: MS. Office (MS. Word, Excel, Power Point)

EXPERIENCE SUMMARY (INDIA):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position** | **From**  | **To** | **Total Years** |
| **Morgan McKinley Pvt Ltd, Mahe** | **Data processing engineer** | **Mar-2014** | **At present** |  |
| **Infosys, Bangalore** | **Process Executive** | **Feb-2012** | **Mar-2014** | **2 Years** |
| **Isoft computer education centre** | **Office Administrator, Software faculty, Language Tutor** | **2011** | **2012** | **6 Months** |

 |

**Areas of Interest**

|  |
| --- |
| * Handle large amounts of paperwork and data.
* Communicate clearly with work colleagues using emails etc.
* Proactive and accurate in everything that you do.
* Quickly learn about new in house database systems.
* Knowledge in French language
* Knowledge of the process and difficulties of language acquisition
* Good knowledge of English especially grammar, composition and sentence constructions
* Ability to communicate instructions and concepts easily
* Find and obtain information and documents quickly.
* High level of time management and organizational skills
* Highly efficient in the use of Microsoft Outlook, Excel and Word.
* Enthusiastic, flexible and maintain good relationship with people
 |

In the view of above, I request you to be kind enough to give me an opportunity to serve in your esteemed organization in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

**First Name of Application CV No:** **1656624**

Whatsapp Mobile: +971504753686

