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| **Total Experience: 3+ Years**  **(India)**  **Personal Data**  Date of Birth : 19/07/1989  Marital Status : Married  Nationality : Indian  Religion : 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**

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| * 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

