**Admin Officer**

**CAREER OBJECTIVE:**

Seeking a position as an Admin Officerwith a reputed organization where my potential matches the organizational growth and contributes for the achievement of my career and equips myself with rich skills, hard work.

**CAREER PROFILE:**

* 3.5 years of experience in office administration and relationship manager with reputed organization in India.
* Well versed in MS Office applications.
* Proficient, prearranged and detail-based professional with extensive knowledge in inventory works.
* Hold strong logical and crisis handling skills, with the aptitude to formulate well planned decisions.
* Excellent written and spoken communication skills.
* Highly dependable, cautious, principled and loyal.
* Original in the completing projects, efficient in multi-tasking and submitting projects within deadline periods.

**EXPERIENCE:**

* **Admin Officer at** **Donracks in** India. July 2012– Sept.2014.

**Job profile as Admin officer:**

1. Managing the worker’s timing and over time.
2. Maintaining the records for all workers.
3. Maintaining Insurance, warranty and all the important files of the office
4. Meeting and greeting clients and visitors to the office.
5. Typing documents and distributing memos.
6. Supervising the work of office juniors and assigning work for them.
7. Preparing ID for the new comers.
8. Handling incoming and outgoing calls, correspondence and filing.
9. Faxing, printing, photocopying, filing and scanning.
10. Organizing business travel, itineraries.
11. Monitoring inventory, office stock and ordering supplies as necessary.
12. Updating & maintain the holiday, absence and training records of staff.
13. Responsible for purchase orders.
14. Raising of purchase orders and invoice tracking.
15. Creating and modifying documents using Microsoft Office.
16. Setting up and coordinating meetings and conferences.
17. Updating, processing and filing of all documents.

**EMPLOYER – 2:-**

* **Relationship manager at IDBI Federal Life Insurancen From** Oct 2014 to Feb 2016

**Roles and Responsibility:**

* Handling 5 Federal bank branches
* Generating Enquiries through Federal Bank LG’s
* Having good Relationship with LG’s
* Handling Complains from Existing customer
* Generating business from customer
* Getting feedback from customer about our service

**ACADAMIC QUALIFICATION:**

* **MBA (**Master of Business Administration**)** Anna university Chennai, India and secured (70%)  (2010-2012)

**TECHNICAL QUALIFICATION:**

* **Windows 2003/XP/VISTA, 2007 Internet and Outlook.**
* **M.S Office.**

**PERSONAL PROFILE**

Date of Birth : 11-10-1989

Gender : Male

Marital Status : Single

Languages Known : English, Tamil

Nationality : Indian

**First Name of Application CV No:** **1668762**

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