**First Name of Application CV No 1681902**

Whatsapp Mobile: +971504753686



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### Executive Summary

* Nearly **Six years** of rich experience in **Administrative Level.**
* Earlier associated with **CAMS PVT LTD,** India as **Executive secretary cum Document controller.**
* Earlier associated with **INFO PLUS TECHNOLOGIES PVT LTD,** India as an **Institutional Data Centre.**

### DOMAIN SKILLS

* Creating effective procedures for the preparation and implementation of Administration level activities.
* Self-directed and highly-motivated.
* Able to work in a fast-paced and deadline-driven environment.
* Detail-oriented, dependable and trustworthy.
* Excellent MS Suite software knowledge.
* Good working knowledge of Adobe Acrobat.
* Familiar with e-Document management systems.
* Prepare and submit customer invoices, Perform all the accounts and bank activities.
* Verify and process invoices prepare payments for signature maintains vendor files.
* Excellent communication skill.
* Excellent in type writing.

### CAREER RECTICAL

1. ***Executive secretary cum Document Controller*** (August 2012 to January 2016)

***CAMS (Computer Age Management Services), India***

**Key role and responsibilities:**

* Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods or systems.
* Prepare, operate and update Document Control Procedures in line with the Company’s Document Management System.
* Ensure proper document control support is given to each project.
* Produce and maintain Document Progress Reports to Project Managers.
* Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client’s documentation requirements.
* Create Document Control and correspondence folders for individual projects.
* Work in strict co-operation with the Project Manager to ensure project progress status integration.
* Ensure all templates used with the department conform to the Company standard.
* Ad hoc duties as required to assist the project team.

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1. ***IDC (Institutional Data Centre)Operator*** (June 2010 to June 2012)

***Info Plus Technologies PVT Ltd, India***

**Key role and responsibilities:**

* Handle the entire student data’s such as mark statement and daily activities.
* Act the role as the mediator between Vice Chancellor of University and Principal regarding Examination and University Activities.
* Updating the consecutive student results into the share folder.
* Provide administrative and clerical support to departments or individuals.
* Arrange for outgoing mail and packages to be picked up.
* Prepare statistical reports.
* Manage spreadsheets.
* Prepare confidential and sensitive documents.
* Coordinates office management activities.
* Determine matters of top priority and handle accordingly.
* Maintain office procedures.

### Academics Profile

1. Course : **Bachelor of Science in Physics**

Institution : Sadakathullah Appa College

University : Manonmaniam Sundaranar University, India

Academic Year : 2007 – 2010

2. Course : **Diploma in Information Technology**

Institution : Guidel Educational Centre

Academic Year : 2009 - 2010

## Computer skills

* Computer Basic, OS Windows XP, Vista & 2007.
* Microsoft Office 2003, XP, 2007 & 2010, MS Outlook.
* Adobe Reader and Adobe Photoshop.

### Personal Attributes

* Excellent communication capabilities and flexible in type to interact with others.
* Have an aggressive growth attitude and willingness to identity and take calculated risk.
* Reliable and well organized.
* Ability to Organize and motivate a team work equally well within one.
* Awareness about personal safety rules and regulations.

### Personal information

Date of Birth : 06.05.1989

Nationality : Indian

Gender : Male

Marital Status : Married

Passport Expiry Date: 25/10/2022

Languages Known : English (Read, Write and Speak)

Tamil (Read, Write and Speak)

Visit visa valid until : July 2, 2016

### Declaration

I, the undersigned, certify that to the best of my knowledge and belief, these CVs correctly describe my qualifications, my Experience and me.

Place:

Date: